

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**

**AFMS 00AA
13 November 1995**



Manpower Standard

★STANDARD INDIRECT DESCRIPTION

★This Air Force Manpower Standard (AFMS) provides a standardized indirect description (SID) and standard indirect task times for use in developing manpower standards. Work identified in this SID will be fully credited in the appropriate work center standard. This AFMS applies to all peacetime manpower standards and to the Air National Guard, Air Force Reserve, and units programmed to be gained by active force MAJCOMs and SOAs. It does not apply to functions undergoing cost comparison studies, or to functions that have completed cost studies. This AFMS has been developed in accordance with procedures contained in AFMAN 38-208, *Air Force Management Engineering Program (MEP)*. Send comments and suggested improvements on AF Form 847, **Recommendation for Change of Publication**, through channels, to AFMEA/PLDM, 550 E Street East, Randolph AFB Texas 78150-4451.

★SUMMARY OF CHANGES

This AFMS implements format changes to comply with SAF requirements. It also includes minor administrative changes in overall layout of the AFMS and renumbering of all paragraphs. Changes are identified with a ★.

1. **Approval Date.** October 1990
2. **Application Instructions.** Application instructions are in AFMAN 38-208 and the Manpower Standards Development System (MSDS).

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Chief, Plans & Productivity Division

Attachments

1. Standard Indirect Description
2. SIAM Task Data Sheets

STANDARD INDIRECT DESCRIPTION**A1.I1. ADMINISTERS CIVILIAN EMPLOYEE:**

A1.I1.1. HIRES CIVILIAN EMPLOYEE. Develops civilian position description, develops promotion evaluation program, submits request for civilian hire, reviews personnel data, interviews applicant, analyzes applicant interview evaluation/rating, and finalizes selection.

A1.I1.2. TYPES CIVILIAN POSITION DESCRIPTION. Obtains and assembles material, types draft, separates copies, collates material, fastens material, proofreads material, releases to originator, receives material for final type, types final, and releases to originator.

A1.I1.3. INDOCTRINATES CIVILIAN EMPLOYEE. Conducts initial interview, makes original job assignment, and acquaints new member with work center.

A1.I1.4. PREPARES CIVILIAN PERFORMANCE AND PROMOTION APPRAISAL - PERFORMANCE PLAN. Analyzes position, position description and work center goals, drafts performance plan subtask and standard, discusses proposed performance plan with employee, finalizes performance plan.

A1.I1.5. PREPARES CIVILIAN PERFORMANCE AND PROMOTION APPRAISAL - PERFORMANCE RATING. Researches employee performance, completes performance rating, discusses performance rating with employee.

A1.I1.6. TYPES CIVILIAN APPRAISAL. Obtains and assembles material, types draft, separates copies, collates material, fastens material, proofreads material, releases to originator, receives material for final type, types final, and releases to originator.

A1.I1.7. INDORSES CIVILIAN APPRAISAL. Reviews civilian performance and promotion appraisal, reviews rebuttal letter, refers to quality review board, and finalizes indorsement.

A1.I1.8. TYPES CIVILIAN INDORSEMENT. Obtains and assembles material, types draft, separates copies, collates material, fastens material, proofreads material, releases to originator, receives material for final type, types final, and releases to originator.

A1.I1.9. PREPARES CIVILIAN AWARD NOMINATION. Researches data, drafts recommendation, and finalizes recommendation.

A1.I1.10. TYPES CIVILIAN AWARD NOMINATION. Obtains and assembles material, types draft, separates copies, collates material, fastens material, proofreads material, releases to originator, receives material for final type, types final, and releases to originator.

A1.I1.11. COUNSELS CIVILIAN EMPLOYEE. Counsels and assists individual with morale, welfare, or disciplinary problems. Takes necessary corrective action required to maintain discipline.

A1.I1.12. MAINTAINS TIME AND ATTENDANCE FORM. Annotates form, completes form, reviews form for accuracy, obtains required signature, and forwards form to civilian pay.

A1.I2. ADMINISTERS OFFICER:

A1.I2.1. INDOCTRINATES OFFICER. Conducts initial interview, makes original job assignment, and acquaints new member with work center.

A1.I2.2. PREPARES OFFICER EVALUATION. Reviews officer effectiveness report (OER) or letter of evaluation (LOE) notice, researches required information, drafts narrative, drafts referral letter, proofreads typed copy, marks boxes, and signs completed report.

A1.I2.3. TYPES OFFICER EVALUATION. Obtains and assembles material, types draft, separates copies, collates material, fastens material, proofreads material, releases to originator, receives material for final type, types final, and releases to originator.

A1.I2.4. INDORSES OFFICER EVALUATION. Reviews evaluation, reviews rebuttal letter, drafts indorsement, drafts referral letter, proofreads typed copy, and signs completed indorsement.

A1.I2.5. TYPES OFFICER INDORSEMENT. Obtains and assembles material, types draft, separates copies, collates material, fastens material, proofreads material, releases to originator, receives material for final type, types final and releases to originator.

A1.I2.6. PREPARES OFFICER LETTER OF EVALUATION. Reviews letter of evaluation (LOE) notice, researches required information, drafts narrative, drafts referral letter, proofreads typed copy, and signs completed report.

A1.I2.7. TYPES OFFICER LETTER OF EVALUATION. Obtains and assembles material, types draft, separates copies, collates material, fastens material, proofreads material, releases to originator, receives material for final type, types final and releases to originator.

A1.I2.8. PREPARES FOR PERFORMANCE FEEDBACK SESSION. Gathers and reviews performance information, schedules feedback session, selects and develops agenda, and prepares performance feedback worksheet.

A1.I2.9. CONDUCTS PERFORMANCE FEEDBACK SESSION. Explains duty performance requirements and responsibilities, establishes expectations, and informs ratee if performance is up to expectation.

A1.I2.10. ATTENDS PERFORMANCE FEEDBACK SESSION. Receives performance feedback and discusses performance expectations with supervisor.

A1.I2.11. PREPARES OFFICER AWARD NOMINATION. Reviews and returns award submission consideration letter, reviews report of individual personnel (RIP), researches directive, drafts nomination and citation, proofreads nomination and citation final typed copy, and signs, as required.

A1.I2.12. TYPES OFFICER AWARD NOMINATION. Obtains and assembles material, types draft, separates copies, collates material, fastens material, proofreads material, releases to originator, receives material for final type, types final, and releases to originator.

A1.I2.13. PREPARES OFFICER DECORATION NOMINATION. Reviews and returns decoration submission consideration letter, reviews report of individual personnel (RIP), researches directive, drafts nomination and citation, proofreads nomination and citation final typed copy, and signs, as required.

A1.I2.14. TYPES OFFICER DECORATION NOMINATION. Obtains and assembles material, types draft, separates copies, collates material, fastens material, proofreads material, releases to originator, receives material for final type, types final, and releases to originator.

A1.I2.15. COUNSELS OFFICER. Counsels and assists individual with morale, welfare, or disciplinary problems. Takes necessary corrective action required to maintain discipline.

A1.I3. ADMINISTERS ENLISTED PERSONNEL:

A1.I3.1. INDOCTRINATES ENLISTED MEMBER. Conducts initial interview, makes original job assignment, and acquaints new member with work center.

A1.I3.2. PREPARES ENLISTED EVALUATION. Reviews enlisted performance report (EPR), senior enlisted performance report (SEPR), or letter of evaluation (LOE) notice; researches required information, drafts narrative, drafts referral letter, proofreads typed copy, marks boxes, and signs completed report.

A1.I3.3. TYPES ENLISTED EVALUATION. Obtains and assembles material, types draft, separates copies, collates material, fastens material, proofreads material, releases to originator, receives material for final type, types final, and releases to originator.

A1.I3.4. INDORSES ENLISTED EVALUATION. Reviews evaluation, reviews rebuttal letter, drafts indorsement, drafts referral letter, proofreads typed copy, and signs completed indorsement.

A1.I3.5. TYPES ENLISTED INDORSEMENT. Obtains and assembles material, types draft, separates copies, collates material, fastens material, proofreads material, releases to originator, receives material for final type, types final, and releases to originator.

A1.I3.6. PREPARES ENLISTED LETTER OF EVALUATION. Reviews letter of evaluation (LOE) notice, researches required information, drafts narrative, drafts referral letter, proofreads typed copy, and signs completed report.

A1.I3.7. TYPES ENLISTED LETTER OF EVALUATION. Obtains and assembles material, types draft, separates copies, collates material, fastens material, proofreads material, releases to originator, receives material for final type, types final, and releases to originator.

A1.I3.8. PREPARES FOR PERFORMANCE FEEDBACK SESSION. Gathers and reviews performance information, schedules feedback session, selects and develops agenda, and prepares performance feedback worksheet.

A1.I3.9. CONDUCTS PERFORMANCE FEEDBACK SESSION. Explains duty performance requirements and responsibilities, establishes expectations, and informs ratee if performance is up to expectation.

A1.I3.10. ATTENDS PERFORMANCE FEEDBACK SESSION. Receives performance feedback and discusses performance expectations with supervisor.

A1.I3.11. PREPARES SELECTIVE REENLISTMENT PROGRAM (SRP)/NCO STATUS CONSIDERATION. Reviews notification letter, researches data, drafts comment, and finalizes SRP/NCO status consideration.

A1.I3.12. PREPARES ENLISTED AWARD NOMINATION. Reviews and returns award submission consideration letter, reviews report of individual personnel (RIP), researches directive, drafts nomination and citation, proofreads nomination and citation final typed copy, and signs, as required.

A1.I3.13. TYPES ENLISTED AWARD NOMINATION. Obtains and assembles material, types draft, separates copies, collates material, fastens material, proofreads material, releases to originator, receives material for final type, types final, and releases to originator.

A1.I3.14. PREPARES ENLISTED DECORATION NOMINATION. Reviews and returns decoration submission consideration letter, reviews report of individual personnel (RIP), researches directive, drafts nomination and citation, proofreads nomination and citation final typed copy, and signs, as required.

A1.I3.15. TYPES ENLISTED DECORATION NOMINATION. Obtains and assembles material, types draft, separates copies, collates material, fastens material, proofreads material, releases to originator, receives material for final type, types final, and releases to originator.

A1.I3.16. COUNSELS ENLISTED PERSONNEL. Counsels and assists individual with morale, welfare, or disciplinary problems. Takes necessary corrective action required to maintain discipline.

A1.I4. DIRECTS WORK CENTER ACTIVITY:

A1.I4.1. SCHEDULES PERSONNEL. Reviews work requirement and priority, reviews personnel status, and prepares duty schedule.

A1.I4.2. DEVELOPS POLICY LETTER, PROCEDURE, OR OPERATING INSTRUCTION. Researches applicable document, develops draft, coordinates draft, and proofreads and signs final copy.

A1.I4.3. DEVELOPS PERFORMANCE STANDARD OR CHECKLIST. Researches applicable document, develops draft, coordinates draft, and proofreads and signs final copy.

A1.I4.4. OVERSEES WORK IN PROGRESS. Inspects and reviews subordinate's work.

A1.I4.5. COORDINATES ON WORK CENTER OR PERSONNEL STATUS. Coordinates with supervisor or other unit or agency on work center or personnel status.

A1.I4.6. INFORMS WORK CENTER PERSONNEL. Informs work center personnel on change affecting work center activity.

A1.I4.7. INFORMS INDIVIDUAL. Informs work center personnel on change affecting individual.

A1.I4.8. PREPARES CORRESPONDENCE ASSOCIATED WITH INDIRECT WORK. Reviews and assembles associated material, drafts correspondence, and finalizes correspondence.

A1.I4.9. TYPES CORRESPONDENCE ASSOCIATED WITH INDIRECT WORK. Obtains and assembles material, types draft, separates copies, collates material, fastens material, proofreads material, releases to originator, receives material for final type, types final, and releases to originator.

A1.I4.10. REVIEWS INCOMING DISTRIBUTION. Reviews incoming correspondence for information and necessary action, and marks for routing.

A1.I4.11. REVIEWS OUTGOING DISTRIBUTION. Reviews outgoing correspondence for completeness and accuracy, and signs.

A1.I4.12. DEVELOPS BUDGET ESTIMATE. Prepares budget input by researching, evaluating, coordinating, and drafting estimate, forwards estimate to unit resource advisor, and answers follow-on inquiry on estimate.

A1.I4.13. ASSISTS IN MISHAP OR INCIDENT INVESTIGATION. Notifies emergency response agency, informs safety office, and assists in investigation.

A1.I4.14. INSPECTS OFFICE FACILITY. Periodically inspects facility for housekeeping, safety, fire hazard, or equipment conditions that require attention, and completes necessary documentation.

A1.I4.15. INSPECTS WAREHOUSE/MAINTENANCE FACILITY. Periodically inspects facility for housekeeping, safety, fire hazard, or equipment conditions that require attention, and completes necessary documentation.

A1.I4.16. RECEIVES AND ASSISTS VISITING OFFICIAL. Receives official visitor, assists visitor in accomplishing task, escorts visitor throughout work center, and returns to work area.

A1.I4.17. REVIEWS REPORT AND STATISTICAL DATA. Reviews information contained in report and statistical data for impact on work center status, and to identify possible trends that require management attention.

A1.I4.18. PREPARES SUGGESTION. Researches information, prepares suggestion, and submits to unit suggestion monitor or base suggestion manager.

A1.I5. PROVIDES ADMINISTRATIVE SUPPORT:

A1.I5.1. PROCESSES UNCLASSIFIED INCOMING DISTRIBUTION. Picks up distribution, receives and opens envelope, reviews for required action, and marks and routes distribution.

A1.I5.2. PROCESSES UNCLASSIFIED OUTGOING DISTRIBUTION. Obtains envelope or bulk mailing container, places outgoing correspondence in envelope or container, affixes outside address and return address, places in outbound receptacle, and delivers to pickup point.

A1.I5.3. ESTABLISHES NEW UNCLASSIFIED CORRESPONDENCE FILE. Researches regulation, amends file plan, prepares file control label, and prepares new file folder.

A1.I5.4. UPDATES UNCLASSIFIED CORRESPONDENCE FILE. Reviews file for currency, updates file plan, updates file control label, and updates file guide and folder label.

A1.I5.5. FILES UNCLASSIFIED CORRESPONDENCE. Obtains correspondence from filing tray, marks correspondence, sorts correspondence, and files correspondence.

A1.I5.6. REVIEWS UNCLASSIFIED CORRESPONDENCE FILE FOR DISPOSAL. Separates active file from inactive file, prepares material for transfer to staging area, and stores material for disposal.

A1.I5.7. DISPOSES OF UNCLASSIFIED DOCUMENTATION. Disposes of material within the work center, and disposes of material outside the work area.

A1.I5.8. MAINTAINS SUSPENSE FILE. Determines need for suspense, assigns suspense, posts file, reviews file for compliance, reminds individual of suspense, and annotates file at completion of action.

A1.I5.9. MAINTAINS LOG AND REGISTER. Obtains book or form, makes entry, and puts book or form away.

A1.I5.10. MAINTAINS PERSONNEL LOCATOR FILE. Prepares card or record, posts change, and disposes of card or record.

A1.I5.11. CONTROLS CLASSIFIED MATERIAL. Removes material from file, prepares document receipt, routes material, annotates receipt, and files material.

A1.I5.12. INVENTORIES CLASSIFIED MATERIAL. Verifies accountability of top secret material, and prepares inventory report.

A1.I5.13. SAFEGUARDS CLASSIFIED MATERIAL. Checks safe, annotates form, checks room or area, and changes safe combination.

A1.I5.14. DESTROYS CLASSIFIED MATERIAL. Selects material to be destroyed, prepares destruction record, destroys material, and signs destruction record.

A1.I5.15. MAINTAINS UNCLASSIFIED PUBLICATION FILE. Determines requirement for publication, orders administrative publication, maintains index, and maintains publication.

A1.I5.16. OPERATES COPYING MACHINE. Makes copy, annotates log, and collates copy.

A1.I5.17. MAINTAINS STOCK OF BLANK FORMS. Determines requirement, prepares requisition form, receives form, distributes form, files form, requisitions and maintains accountable form, disposes of obsolete form, and removes and deletes unneeded requisition form.

A1.I5.18. MAINTAINS BULLETIN BOARD. Posts new information, and removes obsolete information.

A1.I5.19. MAINTAINS APPOINTMENT RECORD. Receives request, annotates record, coordinates appointment with supervisor, and finalizes appointment.

A1.I5.20. ACKNOWLEDGES VISITOR. Greets visitor, answers query, and refers visitor to appropriate person or location.

A1.I5.21. MAINTAINS OFFICE EQUIPMENT. Cleans equipment, dusts equipment, changes ribbon, belt, or tape, and makes minor adjustment.

A1.I5.22. MAINTAINS MICROCOMPUTER SYSTEM. Installs software and hardware, modifies software, deletes outdated file, and backs-up file.

A1.I6. PREPARES FOR AND CONDUCTS/ATTENDS MEETING:

A1.I6.1. PREPARES FOR WING STAFF MEETING. Gathers information, organizes material, prepares chart or slide, and practices presentation.

A1.I6.2. CONDUCTS OR ATTENDS WING STAFF MEETING. Conducts or attends meeting.

A1.I6.3. PREPARES FOR UNIT MEETING. Gathers information, organizes material, prepares chart or slide, and practices presentation.

A1.I6.4. CONDUCTS OR ATTENDS UNIT MEETING. Conducts or attends meeting.

A1.I6.5. PREPARES FOR TRI-DEPUTY/SUPPORT GROUP MEETING. Gathers information, organizes material, prepares chart or slide, and practices presentation.

A1.I6.6. CONDUCTS OR ATTENDS TRI-DEPUTY/SUPPORT GROUP MEETING. Conducts or attends meeting.

A1.I6.7. PREPARES FOR DIRECTORATE/DIVISION/BRANCH MEETING. Gathers information, organizes material, prepares chart or slide, and practices presentation.

A1.I6.8. CONDUCTS OR ATTENDS DIRECTORATE/DIVISION/BRANCH MEETING. Conducts or attends meeting.

A1.I6.9. PREPARES FOR WORK CENTER MEETING. Gathers information, organizes material, prepares chart or slide, and practices presentation.

A1.I6.10. CONDUCTS OR ATTENDS WORK CENTER MEETING. Conducts or attends meeting.

A1.I7. ADMINISTERS TRAINING:

A1.I7.1. DEVELOPS TRAINING PLAN. Determines training requirement, develops training chart or equivalent, develops job qualification standard continuation sheet, and develops or revises training schedule.

A1.I7.2. EVALUATES INDIVIDUAL TRAINING REQUIREMENT. Prepares new training record, compares technical school graduation requirement with classification manual, prepares and submits training quality report (TQR), compares members qualification with work center duty requirement, and designates trainer.

A1.I7.3. CONTROLS CAREER DEVELOPMENT COURSE (CDC) PACKAGE. Controls CDC material, prepares and submits training quality report (TQR), reviews volume review exercise (VRE) results with trainee, and reviews CDC material with trainee.

A1.I7.4. COUNSELS TRAINEE. Conducts initial training interview, counsels trainee on training progress, and documents counseling on training record.

A1.I7.5. DEVELOPS TRAINING MATERIAL. Researches required information, updates existing training material, drafts new training material, develops training aid, and revises training aid.

A1.I7.6. CONDUCTS TRAINING. Prepares training situation, makes presentation, observes performance, administers test, and annotates training record.

A1.I7.7. RECEIVES TRAINING. Prepares for training, receives instruction, performs procedures, and takes test.

A1.I8. MANAGES SUPPLIES:

A1.I8.1. PROCESSES EQUIPMENT REQUEST. Determines need and authorization for equipment, researches stock number or nomenclature, prepares justification, submits request, takes follow-up action, and receives or turns in equipment.

A1.I8.2. CONDUCTS INVENTORY. Inventories equipment on hand, and ensures accuracy of records.

A1.I8.3. MAINTAINS CUSTODIAN DOCUMENT. Receives listing from supply, posts change to record, and resolves inconsistency.

A1.I8.4. OBTAINS EXPENDABLE SUPPLIES. Determines need, researches stock number, picks up expendable supplies from supply custodian, and distributes supplies.

A1.I9. MAINTAINS EQUIPMENT (NON AIRCRAFT MAINTENANCE FUNCTION):

A1.I9.1. MAINTAINS MACHINERY. Performs periodic inspection, and performs pre-user inspection.

A1.I9.2. MAINTAINS TEST EQUIPMENT. Maintains list of equipment requiring PMEL calibration or testing, turns in and picks up equipment from PMEL or PMEL coordinator, prepares letter of justification for peculiar equipment code (PEC) equipment, performs pre-user inspection, and performs periodic inspection.

A1.I9.3. MAINTAINS CONSOLIDATED TOOL KIT (CTK). Orders new or replacement tool, conducts periodic inventory, and reports missing tool.

A1.I9.4. MAINTAINS INDIVIDUAL TOOL KIT. Reports to supply for initial issue, replaces broken or lost tool, and conducts periodic inventory.

A1.I9.5. MAINTAINS ASSIGNED VEHICLE. Performs operator inspection, washes vehicle, waxes vehicle, and refuels vehicle.

A1.I10. MAINTAINS EQUIPMENT (AIRCRAFT MAINTENANCE FUNCTION):

A1.I10.1. MAINTAINS MACHINERY. Performs periodic inspection, and performs pre-user inspection.

A1.I10.2. MAINTAINS TEST EQUIPMENT. Maintains list of equipment requiring PMEL calibration or testing, turns in and picks up equipment from PMEL or PMEL coordinator, prepares letter of justification for peculiar equipment code (PEC) equipment, performs pre-user inspection, and performs periodic inspection.

A1.I10.3. MAINTAINS CONSOLIDATED TOOL KIT (CTK). Orders new or replacement tool, conducts periodic inventory, and reports missing tool.

A1.I10.4. MAINTAINS INDIVIDUAL TOOL KIT. Reports to supply for initial issue, replaces broken or lost tool, and conducts periodic inventory.

A1.I10.5. MAINTAINS ASSIGNED VEHICLE. Performs operator inspection, washes vehicle, waxes vehicle, and refuels vehicle.

A1.I11. PERFORMS CLEAN-UP:

A1.I11.1. PREPARES WORK AREA. Places tool or equipment in proper location at beginning of duty period, and arranges area to conform with any sanitary, safety, or security requirement.

A1.I11.2. PUTS WORK AWAY. Stores tool or equipment in proper location at the end of the duty period, and arranges area to conform with sanitary, safety, or security requirement.

A1.I.11.3. CLEANS OFFICE AREA. Dusts, sweeps, mops, waxes, buffs, washes window, and performs other associated janitorial tasks.

A1.I.11.4. CLEANS MAINTENANCE OR WAREHOUSE AREA. Dusts, sweeps, mops, waxes, buffs, washes window, and performs other associated janitorial tasks.

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SIAM TASK DATA SHEETS

TASK TITLE: I1.1. HIRES CIVILIAN EMPLOYEE.					
DEFINITION: Develops civilian position description, develops promotion evaluation program, submits request for civilian hire, reviews personnel data, interviews applicant, analyzes applicant interview evaluation/rating and finalizes selection.					
APPLICABILITY: In an overhead work center, work performed in support of subordinate work center personnel will be classified as direct work. Additionally, if you are unable to differentiate work performed as direct or indirect, then measure it ALL as direct.					
TASK CLASSIFICATION					
	FIXED		VARIABLE	X	PERSONNEL GENERATED
MAN-HOUR EQUATION:					
Y = bX, where,					
b = The average per person monthly man-hours to hire one civilian.					
X = The average number of civilians assigned to the work center.					
Y = 0.5101X					
0.5101 monthly man-hours equate to 18.55 man-hours per hire.					
0.5101 x 12 months / 0.33 (civilians rotate on average every 36 months. Source: Measurement data.) = 18.55					
MEASUREMENT INSTRUCTIONS:					
1. Activity Frequency Determination: The total yearly number of SFs 52, Fill Action only, maintained in the work center or CCPO files. Do not include SF 52 for the supervisor if the work center supervisor is a civilian. Do not include hiring actions performed for personnel assigned to subordinate work centers. Man-hour credit for hiring actions performed for personnel assigned to subordinate work centers should be credited as direct work in the overhead work center.					
2. Per Accomplishment Time: The average time required to perform the task for one hire action. Includes the time to interview all perspective employees and develop the position description when a Fill Action is submitted to CCPO. (Note: Conducting interviews and preparing a position description from scratch may not be required in all cases, and should be measured accordingly.)					

TASK TITLE: I1.2. TYPES CIVILIAN POSITION DESCRIPTION.					
DEFINITION: Obtains and assembles material, types draft, separates copies, collates material, fastens material, proofreads material, releases to originator, receives material for final type, types final and releases to originator.					
APPLICABILITY: In an overhead work center, work performed in support of subordinate work center personnel will be classified as direct work. Additionally, if you are unable to differentiate work performed as direct or indirect, then measure ALL as direct.					
TASK CLASSIFICATION					
	FIXED		VARIABLE	X	PERSONNEL GENERATED
MAN-HOUR EQUATION:					
Y = bX, where,					
b = The average per person monthly man-hours to type one civilian position description.					
X = The average number of civilian personnel assigned to the work center.					
Y = 0.04021X					
0.04021 monthly man-hours equate to 1.01 man-hours per civilian position description typed.					
0.04021 x 12 months / 0.48 (average occurrence per measured work center) = 1.01					
MEASUREMENT INSTRUCTIONS:					
1. Activity Frequency Determination: The AF is the average number of position descriptions typed (less one if the work center supervisor is civilian) for the past twelve months. Do not include position descriptions typed for personnel assigned to another work center. Credit these man-hours as direct work in the work center performing the work.					
2. Per Accomplishment Time: The average time required to type one civilian position description.					

TASK TITLE: I1.3. INDOCTRINATES CIVILIAN EMPLOYEE.					
DEFINITION:					
Conducts initial interview, makes original job assignment, and acquaints new member with work center.					
APPLICABILITY:					
In an overhead work center, work performed in support of subordinate work center personnel will be classified as direct work. Additionally, if you are unable to differentiate work performed as direct or indirect, then measure it ALL as direct.					
TASK CLASSIFICATION					
	FIXED		VARIABLE	X	PERSONNEL GENERATED
MAN-HOUR EQUATION:					
Y = bX, where,					
b = The average per person monthly man-hours to indoctrinate one civilian.					
X = The average number of civilians assigned to the work center.					
Y = 0.06312X 0.06312 monthly man-hours equate to 2.30 man-hours per indoctrination.					
0.06312 x 12 months / 0.33 (civilians rotate on average every 36 months. Source: Measurement data) = 2.30					
MEASUREMENT INSTRUCTIONS:					
1. Activity Frequency Determination: The total yearly number of SFs 52, Fill Action only, maintained in the work center or CCPO files. Do not include SF 52 for the supervisor if the work center supervisor is a civilian. Do not include indoctrinations for personnel assigned to subordinate work centers. Man-hour credit for indoctrinations for personnel assigned to subordinate work centers should be credited as direct work in the overhead work center.					
2. Per Accomplishment Time: The average time required to indoctrinate one civilian.					

TASK TITLE: I1.4. PREPARES CIVILIAN PERFORMANCE AND PROMOTION APPRAISAL - PERFORMANCE PLAN.					
DEFINITION:					
Analyzes position, position description and work center goals, drafts performance plan subtask and standard, discusses proposed performance plan with employee, finalizes performance plan.					
APPLICABILITY:					
In an overhead work center, work performed in support of subordinate work center personnel will be classified as direct work. Additionally, if you are unable to differentiate work performed as direct or indirect, then measure it ALL as direct.					
TASK CLASSIFICATION					
	FIXED		VARIABLE	X	PERSONNEL GENERATED
MAN-HOUR EQUATION:					
Y = bX, where,					
b = The average per person monthly man-hours to prepare one performance plan.					
X = The average number of civilian personnel assigned to the work center.					
Y = 0.2390X					
0.2390 monthly man-hours equate to 2.87 man-hours per performance plan prepared.					
0.2390 x 12 months = 2.87					
MEASUREMENT INSTRUCTIONS:					
1. Activity Frequency Determination: The AF is the 1/YR multiplied by the average monthly number of civilians assigned to the work center (less one if the work center supervisor is civilian) for the past twelve months. Do not include performance plans for personnel assigned to subordinate work centers. Man-hour credit for performance plans for personnel assigned to subordinate work centers should be credited as direct work in the overhead work center.					
2. Per Accomplishment Time: The average time required to prepare one performance plan.					

TASK TITLE: I1.5. PREPARES CIVILIAN PERFORMANCE AND PROMOTION APPRAISAL - PERFORMANCE RATING.					
DEFINITION:					
Researches employee performance, completes performance rating, discusses performance rating with employee.					
APPLICABILITY:					
In an overhead work center, work performed in support of subordinate work center personnel will be classified as direct work. Additionally, if you are unable to differentiate work performed as direct or indirect, then measure it ALL as direct.					
TASK CLASSIFICATION					
	FIXED		VARIABLE	X	PERSONNEL GENERATED
MAN-HOUR EQUATION:					
Y = bX, where,					
b = The average per person monthly man-hours to prepare one performance rating.					
X = The average number of civilian personnel assigned to the work center.					
Y = 0.1830X					
0.1830 monthly man-hours equate to 2.20 man-hours per civilian performance rating.					
0.1830 x 12 months = 2.20					
MEASUREMENT INSTRUCTIONS:					
<p>1. Activity Frequency Determination: The AF is the 1/YR multiplied by the average monthly number of civilians assigned to the work center (less one if the work center supervisor is civilian) for the past twelve months. Do not include performance ratings for personnel assigned to subordinate work centers. Man-hour credit for performance ratings for personnel assigned to subordinate work centers should be credited as direct work in the overhead work center.</p> <p>2. Per Accomplishment Time: The average time required to prepare one performance rating.</p>					

TASK TITLE: I1.6. TYPES CIVILIAN APPRAISAL.					
DEFINITION:					
Obtains and assembles material, types draft, separates copies, collates material, fastens material, proofreads material, releases to originator, receives material for final type, types final and releases to originator.					
APPLICABILITY:					
In an overhead work center, work performed in support of subordinate work center personnel will be classified as direct work. Additionally, if you are unable to differentiate work performed as direct or indirect, then measure ALL as direct.					
TASK CLASSIFICATION					
	FIXED		VARIABLE	X	PERSONNEL GENERATED
MAN-HOUR EQUATION:					
Y = bX, where,					
b = The average per person monthly man-hours to type one civilian appraisal.					
X = The average number of civilian personnel assigned to the work center.					
Y = 0.08480X					
0.08480 monthly man-hours equate to 1.02 man-hours per civilian appraisal typed.					
0.08480 x 12 months / 1 (one per year) = 1.02					
MEASUREMENT INSTRUCTIONS:					
<p>1. Activity Frequency Determination: The AF is 1/YR multiplied by the average monthly number of civilians assigned to the work center (less one if the work center supervisor is a civilian) for the past twelve months. Do not include appraisals typed for personnel assigned to another work center. Credit these man-hours as direct work in the work center performing the work.</p> <p>2. Per Accomplishment Time: The average time required to type one civilian appraisal.</p>					

TASK TITLE: I1.7. INDORSES CIVILIAN APPRAISAL.					
DEFINITION:					
Reviews civilian performance and promotion appraisal, reviews rebuttal letter, refers to quality review board, and finalizes indorsement.					
APPLICABILITY:					
In an overhead work center, work performed in support of subordinate work center personnel will be classified as direct work. Additionally, if you are unable to differentiate work performed as direct or indirect, then measure it ALL as direct.					
TASK CLASSIFICATION					
	FIXED		VARIABLE	X	PERSONNEL GENERATED
MAN-HOUR EQUATION:					
Y = bX, where,					
b = The average per person monthly man-hours to indorse one civilian appraisal.					
X = The average number of civilian personnel assigned to the work center.					
Y = 0.03612X					
0.03612 monthly man-hours equate to 0.43 man-hours per civilian indorsement.					
MEASUREMENT INSTRUCTIONS:					
1. Activity Frequency Determination: The AF is the 1/YR multiplied by the average monthly number of civilians assigned to the work center (less one if the work center supervisor is civilian) for the past twelve months. Do not include indorsements for personnel assigned to subordinate work centers. Man-hour credit for indorsements for personnel assigned to subordinate work centers should be credited as direct work in the overhead work center.					
2. Per Accomplishment Time: The average time required to prepare one performance rating.					

TASK TITLE: I1.8. TYPES CIVILIAN INDORSEMENT.					
DEFINITION:					
Obtains and assembles material, types draft, separates copies, collates material, fastens material, proofreads material, releases to originator, receives material for final type, types final and releases to originator.					
APPLICABILITY:					
1. Performing this task is optional for the indorser.					
2. In an overhead work center, work performed in support of subordinate work center personnel will be classified as direct work. Additionally, if you are unable to differentiate work performed as direct or indirect, then measure ALL as direct.					
TASK CLASSIFICATION					
	FIXED		VARIABLE	X	PERSONNEL GENERATED
MAN-HOUR EQUATION:					
Y = bX, where,					
b = The average per person monthly man-hours to type one civilian indorsement.					
X = The average number of civilian personnel assigned to the work center.					
Y = 0.02235X					
0.02235 monthly man-hours equate to 0.27 man-hours per civilian appraisal indorsement typed.					
0.02235 x 12 months / 1 (one per year) = 0.27					
MEASUREMENT INSTRUCTIONS:					
1. Activity Frequency Determination: The AF is 1/YR multiplied by the average monthly number of civilians assigned to the work center (less one if the supervisor is civilian) for the past twelve months. Do not include indorsements typed for personnel assigned to another work center. Credit these man-hours as direct work for the work center performing the work.					
2. Per Accomplishment Time: The average time required to type one civilian indorsement.					

TASK TITLE: I1.9. PREPARES CIVILIAN AWARD NOMINATION.				
DEFINITION:				
Researches data, drafts recommendation, and finalizes recommendation.				
APPLICABILITY:				
<p>1. In an overhead work center, work performed in support of subordinate work center personnel will be classified as direct work. Additionally, if you are unable to differentiate work performed as direct or indirect, then measure it ALL as direct.</p> <p>2. This task does not include time for annual civilian performance awards (superior performance, fully successful, etc.). Time for this workload is included in task I1.5.</p>				
TASK CLASSIFICATION				
	FIXED		VARIABLE	X PERSONNEL GENERATED
MAN-HOUR EQUATION:				
Y = bX, where,				
b = The average per person monthly man-hours to prepare one civilian award nomination.				
X = The average number of civilian personnel assigned to the work center.				
Y = 0.1152X				
0.1152 monthly man-hours equate to 2.30 man-hours per award nomination.				
$0.1152 \times 12 \text{ months} / 0.60 \text{ (avg yearly occurrence per measured work center)} = 2.30$				
MEASUREMENT INSTRUCTIONS:				
<p>1. Activity Frequency Determination: The number of award nominations prepared for all civilian personnel assigned to the work center for the past twelve months. Do not include nominations prepared for the supervisor if the work center supervisor is a civilian. Do not include nominations for personnel assigned to subordinate work centers. Man-hour credit for nominations for personnel assigned to subordinate work centers should be credited as direct work in the overhead work center.</p> <p>2. Per Accomplishment Time: The average time required to prepare one award nomination.</p>				

TASK TITLE: I1.10. TYPES CIVILIAN AWARD NOMINATION.				
DEFINITION:				
Obtains and assembles material, types draft, separates copies, collates material, fastens material, proofreads material, releases to originator, receives material for final type, types final and releases to originator.				
APPLICABILITY:				
In an overhead work center, work performed in support of subordinate work center personnel will be classified as direct work. Additionally, if you are unable to differentiate work performed as direct or indirect, then measure ALL as direct.				
TASK CLASSIFICATION				
	FIXED		VARIABLE	X PERSONNEL GENERATED
MAN-HOUR EQUATION:				
Y = bX, where,				
b = The average per person monthly man-hours to type one civilian award nomination.				
X = The average number of civilians assigned to the work center.				
Y = 0.04336X				
0.04336 monthly man-hours equate to 1.08 man-hours per civilian award nomination typed.				
$0.04336 \times 12 \text{ months} / 0.48 \text{ (Source: Average yearly occurrence per measured work center)} = 1.08$				
MEASUREMENT INSTRUCTIONS:				
<p>1. Activity Frequency Determination: The number of award nominations prepared for all civilian personnel assigned to the work center for the past twelve months. Do not include nominations prepared for the supervisor if the work center supervisor is a civilian. Do not include awards typed for personnel assigned to another work center. Credit these man-hours as direct work in the work center performing the work.</p> <p>2. Per Accomplishment Time: The average time required to type one civilian award nomination.</p>				

TASK TITLE: I1.11. COUNSELS CIVILIAN EMPLOYEE.				
DEFINITION:				
Counsels and assists individual with morale, welfare, or disciplinary problems. Takes necessary corrective action required to maintain discipline.				
APPLICABILITY:				
In an overhead work center, work performed for a subordinate work center will be classified as direct work. Additionally, if you are unable to differentiate work performed as direct or indirect, then measure it ALL as direct.				
TASK CLASSIFICATION				
	FIXED		VARIABLE	X PERSONNEL GENERATED
MAN-HOUR EQUATION:				
Y = bX, where,				
b = The average per person monthly man-hours to counsel a civilian.				
X = The average number of civilians assigned to the work center.				
Y = 0.04321X				
0.04321 monthly man-hours equate to 0.52 yearly man-hours per assigned civilian.				
0.04321 x 12 months = 0.52				
MEASUREMENT INSTRUCTIONS:				
1. Activity Frequency Determination: The average number of times per year the work center supervisor counsels a civilian. Do not include counseling for personnel assigned to subordinate work centers. Man-hour credit for this workload should be credited as direct work in the overhead work center.				
2. Per Accomplishment Time: The average time required to counsel one civilian once, plus the time for the civilian being counseled (double the time expended).				

TASK TITLE: I1.12. MAINTAINS TIME AND ATTENDANCE FORM.				
DEFINITION:				
Annotates form, completes form, reviews for accuracy, obtains required signature, and forwards form to civilian pay.				
APPLICABILITY:				
In an overhead work center, work performed for a subordinate work center will be classified as direct work. Additionally, if you are unable to differentiate work performed as direct or indirect, then measure it ALL as direct.				
TASK CLASSIFICATION				
	FIXED		VARIABLE	X PERSONNEL GENERATED
MAN-HOUR EQUATION:				
Y = bX, where,				
b = The average per person monthly man-hours to maintain one time and attendance form.				
X = The average number of civilians assigned to the work center.				
Y = 0.3333X				
0.3333 monthly man-hours equate to 0.15 man-hours (9 minutes) per time and attendance form per pay period.				
0.3333 / 2.167 (26 pay periods per year x 0.08333 = 2.167) = 0.15.				
MEASUREMENT INSTRUCTIONS:				
1. Activity Frequency Determination: The AF is 2.167/MO multiplied by the average monthly number of civilians assigned to the work center (less one if the work center supervisor is a civilian) for the past twelve months. Do not include maintaining time and attendance forms for personnel assigned to subordinate work centers. Man-hour credit for this workload should be credited as direct work in the overhead work center.				
2. Per Accomplishment Time: The average time required to maintain one time and attendance form.				

TASK TITLE: I2.1. INDOCTRINATES OFFICER.					
DEFINITION: Conducts initial interview, makes original job assignment, and acquaints new member with work center.					
APPLICABILITY: 1. In an overhead work center, work performed in support of subordinate work center personnel will be classified as direct work. Additionally, if you are unable to differentiate work performed as direct or indirect, then measure it ALL as direct. 2. The automated task time for this task DOES NOT apply to short-tour areas. For short-tour areas, accept the SIAM task time for CONUS/long-tour areas and go to the EDIT mode and manually change the per accomplishment time (PAT) to 0.1472.					
TASK CLASSIFICATION					
	FIXED		VARIABLE	X	PERSONNEL GENERATED
MAN-HOUR EQUATION: $Y = bX$, where, b = The average per person monthly man-hours to indoctrinate one officer. X = The average number of officers assigned to the work center. $Y = 0.03681X$ 0.03681 monthly man-hours equate to 0.44 yearly man-hours per assigned officer. 0.03681 monthly man-hours equate to 1.77 man-hours per indoctrination. $0.03681 \times 12 \text{ months} / 0.25$ (an officer PCSs on average every 48 months.) = 1.77					
MEASUREMENT INSTRUCTIONS: 1. Activity Frequency Determination: The AF was derived from projected data provided by Air Staff. The AF is 0.25/YR multiplied by the average monthly number of officers assigned to the work center (less one if supervisor is an officer) for the past twelve months. Do not include indoctrinations for personnel assigned to subordinate work centers. Man-hour credit for indoctrinations for personnel assigned to subordinate work centers should be credited as direct work in the overhead work center. 2. Per Accomplishment Time: The average time required to indoctrinate one officer.					

TASK TITLE: I2.2. PREPARES OFFICER EVALUATION.					
DEFINITION: Reviews officer effectiveness report (OER), researches required information, drafts narrative, drafts referral letter, proofreads typed copy, marks boxes, and signs completed report.					
APPLICABILITY: In an overhead work center, work performed in support of subordinate work center personnel will be classified as direct work. Additionally, if you are unable to differentiate work performed as direct or indirect, then measure it ALL as direct.					
TASK CLASSIFICATION					
	FIXED		VARIABLE	X	PERSONNEL GENERATED
MAN-HOUR EQUATION: $Y = bX$, where, b = The average per person monthly man-hours to prepare one officer performance report. X = The average number of officers assigned to the work center. $Y = 0.3666X$ 0.3666 monthly man-hours equate to 3.14 man-hours per officer evaluation. $0.3666 \times 12 \text{ months} / 1.40$ (total Air Force officer evaluations prepared for the past 12 months divided by the average Air Force active duty officer strength) = 3.14					
MEASUREMENT INSTRUCTIONS: 1. Activity Frequency Determination: The AF was derived from historical data supplied by HQ AFMPC. The AF is 1.40/YR multiplied by the average monthly number of officers assigned to the work center (less one if the work center supervisor is an officer) for the past twelve months. The activity frequency includes all officer performance reports prepared, i.e., annual PCS, change in reporting official, biannual (LTs), etc. Do not include evaluations for personnel assigned to subordinate work center. Man-hour credit for evaluations for personnel assigned to subordinate work centers should be credited as direct work in the overhead work center. 2. Per Accomplishment Time: The average time required to prepare one officer performance report.					

TASK TITLE: I2.3. TYPES OFFICER EVALUATION.					
DEFINITION:					
Obtains and assembles material, types draft, separates copies, collates material, fastens material, proofreads material, releases to originator, receives material for final type, types final and releases to originator.					
APPLICABILITY:					
In an overhead work center, work performed in support of subordinate work center personnel will be classified as direct work. Additionally, if you are unable to differentiate work performed as direct or indirect, then measure ALL as direct.					
TASK CLASSIFICATION					
	FIXED		VARIABLE	X	PERSONNEL GENERATED
MAN-HOUR EQUATION:					
Y = bX, where,					
b = The average per person monthly man-hours to type one officer evaluation.					
X = The average number of officers assigned to the work center.					
Y = 0.1033X					
0.1033 monthly man-hours equate to 0.89 man-hours per officer evaluation typed.					
0.1033 x 12 months / 1.40 (see task I2.2.) = 0.89					
MEASUREMENT INSTRUCTIONS:					
<p>1. Activity Frequency Determination: The AF was derived from historical data supplied by HQ AFMPC. The AF is 1.40/YR multiplied by the average monthly number of officers assigned to the work center (less one if the work center supervisor is an officer) for the past twelve months. The activity frequency includes all officer evaluations prepared, i.e., annual, PCS, change in reporting official, biannual (LTs), etc. Do not include evaluations typed for personnel assigned to another work center. Credit these man-hours as direct work in the work center performing the work.</p> <p>2. Per Accomplishment Time: The average time required to type one officer performance report.</p>					

TASK TITLE: I2.4. INDORSES OFFICER EVALUATION.					
DEFINITION:					
Reviews evaluation, reviews rebuttal letter, drafts indorsement, drafts referral letter, proofreads typed copy, and signs completed indorsement.					
APPLICABILITY:					
In an overhead work center, work performed in support of subordinate work center personnel will be classified as direct work. Additionally, if you are unable to differentiate work performed as direct or indirect, then measure it ALL as direct.					
TASK CLASSIFICATION					
	FIXED		VARIABLE	X	PERSONNEL GENERATED
MAN-HOUR EQUATION:					
Y = bX, where,					
b = The average per person monthly man-hours to indorse one officer evaluation.					
X = The average number of officers assigned to the work center.					
Y = 0.07014X					
0.07014 monthly man-hours equate to 0.60 man-hours per officer indorsement.					
0.07014 x 12 months / 1.40 (total Air Force officer evaluations prepared for the past 12 months divided by the 12 month average Air Force active duty officer strength) = 0.60					
MEASUREMENT INSTRUCTIONS:					
<p>1. Activity Frequency Determination: The AF was derived from historical data supplied by HQ AFMPC. The AF is 1.40/YR multiplied by the average monthly number of officers assigned to the work center (less one if the work center supervisor is an officer) for the past twelve months. The activity frequency includes all officer performance reports indorsed, i.e., annual PCS, change in reporting official, biannual (LTs), etc. Do not include indorsements for personnel assigned to subordinate work centers. Man-hour credit for indorsements for personnel assigned to subordinate work centers should be credited as direct work in the overhead work center.</p> <p>2. Per Accomplishment Time: The average time required to indorse one officer evaluation.</p>					

TASK TITLE: I2.5. TYPES OFFICER INDORSEMENT.					
DEFINITION: Obtains and assembles material, types draft, separates copies, collates material, fastens material, proofreads material, releases to originator, receives material for final type, types final and releases to originator.					
APPLICABILITY: In an overhead work center, work performed in support of subordinate work center personnel will be classified as direct work. Additionally, if you are unable to differentiate work performed as direct or indirect, then measure ALL as direct.					
TASK CLASSIFICATION					
	FIXED		VARIABLE	X	PERSONNEL GENERATED
MAN-HOUR EQUATION: $Y = bX$, where, b = The average per person monthly man-hours to type one officer indorsement. X = The average number of officers assigned to the work center. $Y = 0.04035X$ 0.04035 monthly man-hours equate to 0.35 man-hours per officer indorsement typed. $0.04035 \times 12 \text{ months} / 1.40 \text{ (see task I2.2.)} = 0.35$					
MEASUREMENT INSTRUCTIONS: 1. Activity Frequency Determination: The AF was derived from historical data supplied by HQ AFMPC. The AF is 1.40/YR multiplied by the average monthly number of officers assigned to the work center (less one if the work center supervisor is an officer) for the past twelve months. The activity frequency includes all officer evaluations prepared, i.e., annual, PCS, change in reporting official, biannual (LTs), etc. Do not include indorsements typed for personnel assigned to another work center. Credit these man-hours as direct work in the work center performing the work. 2. Per Accomplishment Time: The average time required to type one officer indorsement.					

TASK TITLE: I2.6. PREPARES OFFICER LETTER OF EVALUATION.					
DEFINITION: Reviews letter of evaluation (LOE) notice, researches required information, drafts narrative, drafts referral letter, proofreads typed copy, and signs completed report.					
APPLICABILITY: In an overhead work center, work performed in support of subordinate work center personnel will be classified as direct work. Additionally, if you are unable to differentiate work performed as direct or indirect, then measure it ALL as direct.					
TASK CLASSIFICATION					
	FIXED		VARIABLE	X	PERSONNEL GENERATED
MAN-HOUR EQUATION: $Y = bX$, where, b = The average per person monthly man-hours to prepare one letter of evaluation. X = The average number of officers assigned to the work center. $Y = 0.03873X$ 0.03873 monthly man-hours equate to 1.94 man-hours per military LOE. $0.03873 \times 12 \text{ months} / 0.24 \text{ (avg occurrence per measured work center)} = 1.94$					
MEASUREMENT INSTRUCTIONS: 1. Activity Frequency Determination: The number of letters of evaluation prepared during the past twelve months for military personnel assigned to the work center. Do not include those prepared for the work center supervisor if military. Do not include evaluations for personnel assigned to subordinate work centers. Man-hour credit for evaluations for personnel assigned to subordinate work centers should be credited as direct work in the overhead work center. 2. Per Accomplishment Time: The average time required to prepare one LOE.					

TASK TITLE: I2.7. TYPES OFFICER LETTER OF EVALUATION.					
DEFINITION:					
Obtains and assembles material, types draft, separates copies, collates material, fastens material, proofreads material, releases to originator, receives material for final type, types final and releases to originator.					
APPLICABILITY:					
In an overhead work center, work performed in support of subordinate work center personnel will be classified as direct work. Additionally, if you are unable to differentiate work performed as direct or indirect, then measure ALL as direct.					
TASK CLASSIFICATION					
	FIXED		VARIABLE	X	PERSONNEL GENERATED
MAN-HOUR EQUATION:					
Y = bX, where,					
b = The average per person monthly man-hours to type one letter of evaluation.					
X = The average number of officers assigned to the work center.					
Y = 0.02200X					
0.02200 monthly man-hours equate to 1.10 man-hours per LOE typed.					
0.02200 x 12 months / 0.24 (see task I2.6.) = 1.10					
MEASUREMENT INSTRUCTIONS:					
1. Activity Frequency Determination: The number of letters of evaluation prepared during the past twelve months for military personnel assigned to the work center. Do not include those prepared for the work center supervisor if military. Do not include evaluations typed for personnel assigned to another work center. Credit these man-hours as direct work in the work center performing the work.					
2. Per Accomplishment Time: The average time required to type one letter of evaluation.					

TASK TITLE: I2.8. PREPARES FOR PERFORMANCE FEEDBACK SESSION.					
DEFINITION:					
Gathers and reviews performance information, schedules feedback session, selects and develops agenda, and prepares performance feedback worksheet.					
APPLICABILITY:					
If the person preparing for the feedback session (the rater) is assigned to an overhead work center, the time for this task should be credited to the rater's work center as direct work.					
TASK CLASSIFICATION					
	FIXED		VARIABLE	X	PERSONNEL GENERATED
MAN-HOUR EQUATION:					
Y = bX, where,					
b = The average per person monthly man-hours to prepare for one performance feedback session.					
X = The average number of officers assigned to the work center.					
Y = 0.1852X					
0.1852 monthly man-hours equate to 1.11 man-hours per preparation for performance feedback session per officer assigned.					
0.1852 x 12 months / 2 (sessions per officer per year) = 1.11					
MEASUREMENT INSTRUCTIONS:					
1. Activity Frequency Determination: The activity frequency is 2/YR by regulation (AFI 36-2402) and is multiplied by the average monthly number of officers assigned to the work center (less one if the work center supervisor is an officer) for the past twelve months.					
2. Per Accomplishment Time: The average time required to prepare for one performance feedback session.					

TASK TITLE: I2.9. CONDUCTS PERFORMANCE FEEDBACK SESSION.					
DEFINITION:					
Explains duty performance requirements and responsibilities, establishes expectations, and informs ratee if performance is up to expectation.					
APPLICABILITY:					
If the person conducting the feedback session (the rater) is assigned to an overhead work center, the time for this task should be credited to the rater's work center as direct work.					
TASK CLASSIFICATION					
	FIXED		VARIABLE	X	PERSONNEL GENERATED
MAN-HOUR EQUATION:					
Y = bX, where,					
b = The average per person monthly man-hours to conduct one performance feedback session.					
X = The average number of officers assigned to the work center.					
Y = 0.09732X					
0.09732 monthly man-hours equate to 0.58 man-hours per performance feedback session conducted per officer assigned.					
0.09732 x 12 months / 2 (sessions per officer per year) = 0.58					
MEASUREMENT INSTRUCTIONS:					
1. Activity Frequency Determination: The activity frequency is 2/YR by regulation (AFI 36-2402) and is multiplied by the average monthly number of officers assigned to the work center (less one if the work center supervisor is an officer) for the past twelve months.					
2. Per Accomplishment Time: The average time required to conduct one performance feedback session.					

TASK TITLE: I2.10. ATTENDS PERFORMANCE FEEDBACK SESSION.					
DEFINITION:					
Receives performance feedback and discusses performance expectations with supervisor.					
APPLICABILITY:					
There are no specific instructions for this task.					
TASK CLASSIFICATION					
	FIXED		VARIABLE	X	PERSONNEL GENERATED
MAN-HOUR EQUATION:					
Y = bX, where,					
b = The average per person monthly man-hours to attend one performance feedback session.					
X = The average number of officers assigned to the work center.					
Y = 0.09732X					
0.09732 monthly man-hours equate to 0.58 man-hours per performance feedback session attended per officer assigned.					
0.09732 x 12 months / 2 (sessions per officer per year) = 0.58					
MEASUREMENT INSTRUCTIONS:					
1. Activity Frequency Determination: The activity frequency is 2/YR by regulation (AFI 36-2402) and is multiplied by the average monthly number of officers assigned to the work center for the past twelve months.					
2. Per Accomplishment Time: The average time required to attend one performance feedback session. This should be the same as task I2.9.					

TASK TITLE: I2.11. PREPARES OFFICER AWARD NOMINATION.					
DEFINITION:					
Reviews and returns award submission consideration letter, researches directive, drafts nomination and citation, proofreads nomination and citation final typed copy, and signs as required.					
APPLICABILITY:					
In an overhead work center, work performed in support of subordinate work center personnel will be classified as direct work. Additionally, if you are unable to differentiate work performed as direct or indirect, then measure it ALL as direct.					
TASK CLASSIFICATION					
	FIXED		VARIABLE	X	PERSONNEL GENERATED
MAN-HOUR EQUATION:					
Y = bX, where,					
b = The average per person monthly man-hours to prepare one officer award nomination.					
X = The average number of officers assigned to the work center.					
Y = 0.07913X					
0.07913 monthly man-hours equate to 2.64 man-hours per officer award nomination prepared.					
0.07913 x 12 months / 0.36 (average yearly occurrence for measured work centers) = 2.64					
MEASUREMENT INSTRUCTIONS:					
1. Activity Frequency Determination: The number of award nominations prepared for officers assigned to the work center (less one if the work center supervisor is an officer) for the past twelve months. Do not include awards for personnel assigned to subordinate work centers. Man-hour credit for awards prepared for personnel assigned to subordinate work centers should be credited as direct work in the overhead work center.					
2. Per Accomplishment Time: The average time required to prepare one officer \ award nomination.					

TASK TITLE: I2.12. TYPES OFFICER AWARD NOMINATION.					
DEFINITION:					
Obtains and assembles material, types draft, separates copies, collates material, fastens material, proofreads material, releases to originator, receives material for final type, types final and releases to originator.					
APPLICABILITY:					
In an overhead work center, work performed in support of subordinate work center personnel will be classified as direct work. Additionally, if you are unable to differentiate work performed as direct or indirect, then measure ALL as direct.					
TASK CLASSIFICATION					
	FIXED		VARIABLE	X	PERSONNEL GENERATED
MAN-HOUR EQUATION:					
Y = bX, where,					
b = The average per person monthly man-hours to type one officer award nomination.					
X = The average number of officers assigned to the work center.					
Y = 0.02347X					
0.02347 monthly man-hours equate to 0.78 man-hours per officer award nomination typed.					
0.02347 x 12 months / 0.36 (Source: Average yearly occurrence per measured work center) = 0.78					
MEASUREMENT INSTRUCTIONS:					
1. Activity Frequency Determination: The number of award nominations prepared for officers assigned to the work center (less one if the work center supervisor is an officer) for the past twelve months. Do not include awards typed for personnel assigned to another work center. Credit these man-hours as direct work in the work center performing the work.					
2. Per Accomplishment Time: The average time required to type one officer award nomination.					

TASK TITLE: I2.13. PREPARES OFFICER DECORATION NOMINATION.					
DEFINITION: Reviews and returns decoration submission consideration letter, reviews report of individual personnel (RIP), researches directive, drafts nomination and citation, proofreads nomination and citation final typed copy, and signs as required.					
APPLICABILITY: 1. In an overhead work center, work performed in support of subordinate work center personnel will be classified as direct work. Additionally, if you are unable to differentiate work performed as direct or indirect, then measure it ALL as direct. 2. The automated task time for this task DOES NOT apply to short-tour areas. For short-tour areas, accept the SIAM task time for CONUS/long-tour areas and go to the EDIT mode and manually change the per accomplishment time (PAT) to 0.2794.					
TASK CLASSIFICATION					
	FIXED		VARIABLE	X	PERSONNEL GENERATED
MAN-HOUR EQUATION: $Y = bX$, where, b = The average per person monthly man-hours to prepare one officer decoration nomination. X = The average number of officers assigned to the work center. $Y = 0.06985X$ 0.06985 monthly man-hours equate to 3.35 man-hours per officer decoration nomination. $0.06985 \times 12 \text{ months} / 0.25$ (an officer PCSs on average every 48 months.) = 3.35					
MEASUREMENT INSTRUCTIONS: 1. Activity Frequency Determination: The AF is 0.25/YR multiplied by the average monthly number of officers assigned to the work center (less one if the work center supervisor is an officer) for the past twelve months. The 0.25/YR derived AF is based on Air Staff projected PCS rotation rates. Do not include decorations for personnel assigned to subordinate work centers. Man-hour credit for decorations for personnel assigned to subordinate work centers should be credited as direct work in the overhead work center. 2. Per Accomplishment Time: The average time required to prepare one officer decoration nomination.					

TASK TITLE: I2.14. TYPES OFFICER DECORATION NOMINATION.					
DEFINITION: Obtains and assembles material, types draft, separates copies, collates material, fastens material, proofreads material, releases to originator, receives material for final type, types final and releases to originator.					
APPLICABILITY: 1. In an overhead work center, work performed in support of subordinate work center personnel will be classified as direct work. Additionally, if you are unable to differentiate work performed as direct or indirect, then measure ALL as direct. 2. The automated task time for this task DOES NOT apply to short-tour areas. For short-tour areas, accept the SIAM task time for CONUS/long-tour areas and go to the EDIT mode and manually change the per accomplishment time (PAT) to 0.09064.					
TASK CLASSIFICATION					
	FIXED		VARIABLE	X	PERSONNEL GENERATED
MAN-HOUR EQUATION: $Y = bX$, where, b = The average per person monthly man-hours to type one officer decoration nomination. X = The average number of officers assigned to the work center. $Y = 0.02266X$ 0.02266 monthly man-hours equate to 1.09 man-hours per officer decoration nomination typed. $0.02266 \times 12 \text{ months} / 0.25$ (see task I2.13.) = 1.09					
MEASUREMENT INSTRUCTIONS: 1. Activity Frequency Determination: The AF is 0.25/YR multiplied by the average monthly number of officers assigned to the work center (less one if the work center supervisor is an officer) for the past twelve months. The 0.25/YR derived AF is based on projected data provided by Air Staff. Do not include decorations typed for personnel assigned to another work center. Credit these man-hours as direct work in the work center performing the work. 2. Per Accomplishment Time: The average time required to type one officer decoration.					

TASK TITLE: I2.15. COUNSELS OFFICER.					
DEFINITION:					
Counsels and assists individual with morale, welfare, or disciplinary problems. Takes necessary corrective action required to maintain discipline.					
APPLICABILITY:					
In an overhead work center, work performed for a subordinate work center will be classified as direct work. Additionally, if you are unable to differentiate work performed as direct or indirect, then measure it ALL as direct.					
TASK CLASSIFICATION					
	FIXED		VARIABLE	X	PERSONNEL GENERATED
MAN-HOUR EQUATION:					
Y = bX, where,					
b = The average per person monthly man-hours to counsel an officer.					
X = The average number of officers assigned to the work center.					
Y = 0.03123X					
0.03123 monthly man-hours equate to 0.62 man-hours per officer counseled.					
0.03123 x 12 months / 0.60 (average yearly occurrence per measured work center) = 0.62					
MEASUREMENT INSTRUCTIONS:					
1. Activity Frequency Determination: The average number of times per year the work center supervisor counsels an officer. Do not include counseling for personnel assigned to subordinate work centers. Man-hour credit for this workload should be credited as direct work in the overhead work center.					
2. Per Accomplishment Time: The average time required to counsel an officer once, plus the time for the officer being counseled (double the time expended).					

TASK TITLE: I3.1. INDOCTRINATES ENLISTED MEMBER.					
DEFINITION:					
Conducts initial interview, makes original job assignment, and acquaints new member with work center.					
APPLICABILITY:					
1. In an overhead work center, work performed in support of subordinate work center personnel will be classified as direct work. Additionally, if you are unable to differentiate work performed as direct or indirect, then measure it ALL as direct.					
2. The automated task time for this task DOES NOT apply to short-tour areas. For short-tour areas, accept the SIAM task time for CONUS/long-tour areas and go to the EDIT mode and manually change the per accomplishment time (PAT) to 0.1362.					
TASK CLASSIFICATION					
	FIXED		VARIABLE	X	PERSONNEL GENERATED
MAN-HOUR EQUATION:					
Y = bX, where,					
b = The average per person monthly man-hours to indoctrinate one enlisted member.					
X = The average number of enlisted personnel assigned to the work center.					
Y = 0.03404X					
0.03404 monthly man-hours equate to 1.63 man-hours per indoctrination.					
0.03404 x 12 months / 0.25 (enlisted personnel PCS on average every 48 months.) = 1.63					
MEASUREMENT INSTRUCTIONS:					
1. Activity Frequency Determination: The AF was derived from projected data provided by Air Staff. The AF is 0.25/YR multiplied by the average monthly number of enlisted assigned to the work center (less one if the work center supervisor is enlisted) for the past twelve months. Do not include indoctrinations for personnel assigned to subordinate work centers. Man-hour credit for indoctrinations for personnel assigned to subordinate work centers should be credited as direct work in the overhead work center.					
2. Per Accomplishment Time: The average time required to indoctrinate one enlisted member.					

TASK TITLE: I3.2. PREPARES ENLISTED EVALUATION.					
DEFINITION:					
Reviews enlisted performance report (EPR), researches required information, drafts narrative, drafts referral letter, proofreads typed copy, marks boxes, and signs completed report.					
APPLICABILITY:					
In an overhead work center, work performed in support of subordinate work center personnel will be classified as direct work. Additionally, if you are unable to differentiate work performed as direct or indirect, then measure it ALL as direct.					
TASK CLASSIFICATION					
	FIXED		VARIABLE	X	PERSONNEL GENERATED
MAN-HOUR EQUATION:					
Y = bX, where,					
b = The average per person monthly man-hours to prepare one enlisted evaluation.					
X = The average number of enlisted personnel assigned to the work center.					
Y = 0.2102X					
0.2102 monthly man-hours equate to 3.15 man-hours per enlisted evaluation.					
0.2102 x 12 / 0.80 (total Air Force enlisted evaluations prepared for the past 12 months, less AB, Amn, and some A1C evaluations to account for the new EES divided by the 12 month average active duty enlisted strength) = 3.15					
MEASUREMENT INSTRUCTIONS:					
1. Activity Frequency Determination: The AF was derived from historical data supplied by HQ AFMPC. The AF is 0.80/YR multiplied by the average monthly number of enlisted personnel assigned to the work center (less one if the work center supervisor is enlisted) for the past twelve months. Since this task applies to ALL enlisted personnel assigned to the work center, an adjustment (0.80) was made to allow for those enlisted personnel who do not require a performance report (AB, Amn, and some A1Cs). Do not include evaluations for personnel assigned to subordinate work centers. Man-hour credit for valuations for personnel assigned to subordinate work centers should be credited as direct work in the overhead work center.					
2. Per Accomplishment Time: The average time required to prepare one enlisted performance report.					

TASK TITLE: I3.3. TYPES ENLISTED EVALUATION.					
DEFINITION:					
Obtains and assembles material, types draft, separates copies, collates material, fastens material, proofreads material, releases to originator, receives material for final type, types final and releases to originator.					
APPLICABILITY:					
In an overhead work center, work performed in support of subordinate work center personnel will be classified as direct work. Additionally, if you are unable to differentiate work performed as direct or indirect, then measure ALL as direct.					
TASK CLASSIFICATION					
	FIXED		VARIABLE	X	PERSONNEL GENERATED
MAN-HOUR EQUATION:					
Y = bX, where,					
b = The average per person monthly man-hours to type one enlisted evaluation.					
X = The average number of enlisted personnel assigned to the work center.					
Y = 0.05842X					
0.05842 monthly man-hours equate to 0.88 man-hours per enlisted evaluation typed.					
0.05842 x 12 months / 0.80 (see task I3.2.) = 0.88					
MEASUREMENT INSTRUCTIONS:					
1. Activity Frequency Determination: The AF was derived from historical data supplied by HQ AFMPC. The AF is 0.80/YR multiplied by the average monthly number of enlisted personnel assigned to the work center (less one if the work center supervisor is enlisted) for the past twelve months. Since this task applies to ALL enlisted personnel assigned to the work center, an adjustment (0.80) was made to allow for those enlisted personnel who do not require an evaluation (AB, Amn, and some A1Cs). Do not include evaluations typed for personnel assigned to another work center. Credit these man-hours as direct work in the work center performing the work.					
2. Per Accomplishment Time: The average time required to type one enlisted performance report.					

TASK TITLE: I3.4. INDORSES ENLISTED EVALUATION.					
DEFINITION:					
Reviews evaluation, reviews rebuttal letter, drafts indorsement, drafts referral letter, proofreads typed copy, and signs completed indorsement.					
APPLICABILITY:					
In an overhead work center, work performed in support of subordinate work center personnel will be classified as direct work. Additionally, if you are unable to differentiate work performed as direct or indirect, then measure it ALL as direct.					
TASK CLASSIFICATION					
	FIXED		VARIABLE	X	PERSONNEL GENERATED
MAN-HOUR EQUATION:					
Y = bX, where,					
b = The average per person monthly man-hours to indorse one enlisted evaluation.					
X = The average number of enlisted personnel assigned to the work center.					
Y = 0.05503X					
0.05503 monthly man-hours equate to 0.83 man-hours per enlisted indorsement.					
0.05503 x 12 months / 0.80 (total Air Force enlisted evaluations prepared for the past 12 months, less AB, Amn, and some A1C evaluations to account for the new EES divided by the 12 month average active duty enlisted strength) = 0.83					
MEASUREMENT INSTRUCTIONS:					
1. Activity Frequency Determination: The AF was derived from historical data supplied by HQ AFMPC. The AF is 0.80/YR multiplied by the average monthly number of enlisted personnel assigned to the work center (less one if the work center supervisor is enlisted) for the past twelve months. Since this task applies to ALL enlisted personnel assigned to the work center, an adjustment (0.80) was made to allow for those enlisted personnel who do not require a performance report (AB, Amn, and some A1Cs). Do not include indorsements for personnel assigned to subordinate work centers. Man-hour credit for indorsements for personnel assigned to subordinate work centers should be credited as direct work in the overhead work center.					
2. Per Accomplishment Time: The average time required to indorse one enlisted evaluation.					

TASK TITLE: I3.5. TYPES ENLISTED INDORSEMENT.					
DEFINITION:					
Obtains and assembles material, types draft, separates copies, collates material, fastens material, proofreads material, releases to originator, receives material for final type, types final and releases to originator.					
APPLICABILITY:					
In an overhead work center, work performed in support of subordinate work center personnel will be classified as direct work. Additionally, if you are unable to differentiate work performed as direct or indirect, then measure ALL as direct.					
TASK CLASSIFICATION					
	FIXED		VARIABLE	X	PERSONNEL GENERATED
MAN-HOUR EQUATION:					
Y = bX, where,					
b = The average per person monthly man-hours to type one enlisted indorsement.					
X = The average number of enlisted personnel assigned to the work center.					
Y = 0.02436X					
0.02436 monthly man-hours equate to 0.37 man-hours per enlisted indorsement typed.					
0.02436 x 12 months / 0.80 (see task I3.2.) = 0.37					
MEASUREMENT INSTRUCTIONS:					
1. Activity Frequency Determination: The AF was derived from historical data supplied by HQ AFMPC. The AF is 0.80/YR multiplied by the average monthly number of enlisted personnel assigned to the work center (less one if the work center supervisor is enlisted) for the past twelve months. Since this task applies to ALL enlisted personnel assigned to the work center, an adjustment (0.80) was made to allow for those enlisted personnel who do not require an evaluation (AB, Amn, and some A1Cs). Do not include indorsements typed for personnel assigned to another work center. Credit these man-hours as direct work in the work center performing the work.					
2. Per Accomplishment Time: The average time required to type one enlisted indorsement.					

TASK TITLE: I3.6. PREPARES ENLISTED LETTER OF EVALUATION.					
DEFINITION:					
Reviews letter of evaluation (LOE) notice, researches required information, drafts narrative, drafts referral letter, proofreads typed copy, and signs completed report.					
APPLICABILITY:					
In an overhead work center, work performed in support of subordinate work center personnel will be classified as direct work. Additionally, if you are unable to differentiate work performed as direct or indirect, then measure it ALL as direct.					
TASK CLASSIFICATION					
	FIXED		VARIABLE	X	PERSONNEL GENERATED
MAN-HOUR EQUATION:					
Y = bX, where,					
b = The average per person monthly man-hours to prepare one letter of evaluation.					
X = The average number of enlisted personnel assigned to the work center.					
Y = 0.03873X					
0.03873 monthly man-hours equate to 1.94 man-hours per enlisted LOE.					
0.03873 x 12 months / 0.24 (avg occurrence per measured work center) = 1.94					
MEASUREMENT INSTRUCTIONS:					
1. Activity Frequency Determination: The number of letters of evaluation prepared during the past twelve months for enlisted personnel assigned to the work center. Do not include those prepared for the work center supervisor if enlisted. Do not include evaluations for enlisted personnel assigned to subordinate work centers. Man-hour credit for evaluations for enlisted personnel assigned to subordinate work centers should be credited as direct work in the overhead work center.					
2. Per Accomplishment Time: The average time required to prepare one LOE.					

TASK TITLE: I3.7. TYPES ENLISTED LETTER OF EVALUATION.					
DEFINITION:					
Obtains and assembles material, types draft, separates copies, collates material, fastens material, proofreads material, releases to originator, receives material for final type, types final and releases to originator.					
APPLICABILITY:					
In an overhead work center, work performed in support of subordinate work center personnel will be classified as direct work. Additionally, if you are unable to differentiate work performed as direct or indirect, then measure ALL as direct.					
TASK CLASSIFICATION					
	FIXED		VARIABLE	X	PERSONNEL GENERATED
MAN-HOUR EQUATION:					
Y = bX, where,					
b = The average per person monthly man-hours to type one letter of evaluation.					
X = The average number of enlisted personnel assigned to the work center.					
Y = 0.02200X					
0.02200 monthly man-hours equate to 1.10 man-hours per LOE typed.					
0.02200 x 12 months / 0.24 (see task I3.6.) = 1.10					
MEASUREMENT INSTRUCTIONS:					
1. Activity Frequency Determination: The number of letters of evaluation prepared during the past twelve months for enlisted personnel assigned to the work center. Do not include those prepared for the work center supervisor if enlisted. Do not include evaluations typed for enlisted personnel assigned to another work center. Credit these man-hours as direct work in the work center performing the work.					
2. Per Accomplishment Time: The average time required to type one letter of evaluation.					

TASK TITLE: I3.8. PREPARES FOR PERFORMANCE FEEDBACK SESSION.					
DEFINITION:					
Gathers and reviews performance information, schedules feedback session, selects and develops agenda, and prepares performance feedback worksheet.					
APPLICABILITY:					
If the person preparing for the feedback session (the rater) is assigned to an overhead work center, the time for this task should be credited to the rater's work center as direct work.					
TASK CLASSIFICATION					
	FIXED		VARIABLE	X	PERSONNEL GENERATED
MAN-HOUR EQUATION:					
Y = bX, where,					
b = The average per person monthly man-hours to prepare for one performance feedback session.					
X = The average number of enlisted personnel assigned to the work center.					
Y = 0.1852X					
0.1852 monthly man-hours equate to 1.11 man-hours per preparation for performance feedback session per enlisted person assigned.					
0.1852 x 12 months / 2 (sessions per enlisted person per year) = 1.11					
MEASUREMENT INSTRUCTIONS:					
1. Activity Frequency Determination: The activity frequency is 2/YR by regulation (AFP 39-15) and is multiplied by the average monthly number of enlisted personnel assigned to the work center (less one if the work center supervisor is enlisted) for the past twelve months.					
2. Per Accomplishment Time: The average time required to prepare for one performance feedback session.					

TASK TITLE: I3.9. CONDUCTS PERFORMANCE FEEDBACK SESSION.					
DEFINITION:					
Explains duty performance requirements and responsibilities, establishes expectations, and informs ratee if performance is up to expectation.					
APPLICABILITY:					
If the person conducting the feedback session (the rater) is assigned to an overhead work center, the time for this task should be credited to the rater's work center as direct work.					
TASK CLASSIFICATION					
	FIXED		VARIABLE	X	PERSONNEL GENERATED
MAN-HOUR EQUATION:					
Y = bX, where,					
b = The average per person monthly man-hours to conduct one performance feedback session.					
X = The average number of enlisted personnel assigned to the work center.					
Y = 0.09732X					
0.09732 monthly man-hours equate to 0.58 man-hours per performance feedback session conducted per enlisted person assigned.					
0.09732 x 12 months / 2 (sessions per enlisted person per year) = 0.58					
MEASUREMENT INSTRUCTIONS:					
1. Activity Frequency Determination: The activity frequency is 2/YR by regulation (AFI 36-2403) and is multiplied by the average monthly number of enlisted personnel assigned to the work center (less one if the work center supervisor is enlisted) for the past twelve months.					
2. Per Accomplishment Time: The average time required to conduct one performance feedback session.					

TASK TITLE: I3.10. ATTENDS PERFORMANCE FEEDBACK SESSION.					
DEFINITION:					
Receives performance feedback and discusses performance expectations with supervisor.					
APPLICABILITY:					
There are no specific instructions for this task.					
TASK CLASSIFICATION					
	FIXED		VARIABLE	X	PERSONNEL GENERATED
MAN-HOUR EQUATION:					
Y = bX, where,					
b = The average per person monthly man-hours to attend one performance feedback session.					
X = The average number of enlisted personnel assigned to the work center.					
Y = 0.09732X					
0.09732 monthly man-hours equate to 0.58 man-hours per performance feedback session attended per enlisted person assigned.					
0.09732 x 12 months / 2 (sessions per enlisted person per year) = 0.58					
MEASUREMENT INSTRUCTIONS:					
1. Activity Frequency Determination: The activity frequency is 2/YR by regulation (AFI 36-2403) and is multiplied by the average monthly number of enlisted personnel assigned to the work center for the past twelve months.					
2. Per Accomplishment Time: The average time required to attend one performance feedback session. This should be the same as task I3.9.					

TASK TITLE: I3.11. PREPARES SELECTIVE REENLISTMENT PROGRAM (SRP) CONSIDERATION.					
DEFINITION:					
Reviews notification letter, researches data, drafts comment, and finalizes SRP consideration.					
APPLICABILITY:					
In an overhead work center, work performed in support of subordinate work center personnel will be classified as direct work. Additionally, if you are unable to differentiate work performed as direct or indirect, then measure it ALL as direct.					
TASK CLASSIFICATION					
	FIXED		VARIABLE	X	PERSONNEL GENERATED
MAN-HOUR EQUATION:					
Y = bX, where,					
b = The average per person monthly man-hours to prepare one Selective Reenlistment Program (SRP) consideration.					
X = The average number of enlisted personnel assigned to the work center.					
Y = 0.01722X					
0.01722 monthly man-hours equate to 0.86 man-hours per SRP consideration prepared.					
0.01722 x 12 months / 0.24 (avg occurrence per measured work center) = 0.86					
MEASUREMENT INSTRUCTIONS:					
1. Activity Frequency Determination: The AF is the number of SRP considerations prepared for enlisted personnel assigned to the work center for the past twelve months. Do not include an SRP for the work center supervisor. If the work center supervisor is enlisted, the time required to perform this task for the supervisor's enlistment consideration should be credited as direct work to the overhead work center.					
2. Per Accomplishment Time: The average time required to prepare one SRP consideration.					

TASK TITLE: I3.12. PREPARES ENLISTED AWARD NOMINATION.					
DEFINITION:					
Reviews and returns award submission consideration letter, researches directive, drafts nomination and citation, proofreads nomination and citation final typed copy, and signs as required.					
APPLICABILITY:					
In an overhead work center, work performed in support of subordinate work center personnel will be classified as direct work. Additionally, if you are unable to differentiate work performed as direct or indirect, then measure it ALL as direct.					
TASK CLASSIFICATION					
	FIXED		VARIABLE	X	PERSONNEL GENERATED
MAN-HOUR EQUATION:					
Y = bX, where,					
b = The average per person monthly man-hours to prepare one enlisted award nomination.					
X = The average number of enlisted personnel assigned to the work center.					
Y = 0.08934X					
0.08934 monthly man-hours equate to 1.79 man-hours per enlisted award nomination prepared.					
0.08934 x 12 months / 0.60 (average yearly occurrence for measured work centers) = 1.79					
MEASUREMENT INSTRUCTIONS:					
1. Activity Frequency Determination: The number of award nominations prepared for enlisted assigned to the work center (less one if the work center supervisor is enlisted) for the past twelve months. Do not include awards for personnel assigned to subordinate work centers. Man-hour credit for awards prepared for personnel assigned to subordinate work centers should be credited as direct work in the overhead work center.					
2. Per Accomplishment Time: The average time required to prepare one enlisted award nomination.					

TASK TITLE: I3.13. TYPES ENLISTED AWARD NOMINATION.					
DEFINITION:					
Obtains and assembles material, types draft, separates copies, collates material, fastens material, proofreads material, releases to originator, receives material for final type, types final and releases to originator.					
APPLICABILITY:					
In an overhead work center, work performed in support of subordinate work center personnel will be classified as direct work. Additionally, if you are unable to differentiate work performed as direct or indirect, then measure ALL as direct.					
TASK CLASSIFICATION					
	FIXED		VARIABLE	X	PERSONNEL GENERATED
MAN-HOUR EQUATION:					
Y = bX, where,					
b = The average per person monthly man-hours to type one enlisted award nomination.					
X = The average number of enlisted personnel assigned to the work center.					
Y = 0.04143X					
0.04143 monthly man-hours equate to 0.83 man-hours per enlisted award nomination package typed.					
0.04143 x 12 months / 0.60 (Source: Average yearly occurrence per measured work center) = 0.83					
MEASUREMENT INSTRUCTIONS:					
1. Activity Frequency Determination: The number of award nominations prepared for enlisted assigned to the work center (less one if the work center supervisor is enlisted) for the past twelve months. Do not include awards typed for personnel assigned to another work center. Credit these man-hours as direct work in the work center performing the work.					
2. Per Accomplishment Time: The average time required to type one enlisted award nomination.					

TASK TITLE: I3.14. PREPARES ENLISTED DECORATION NOMINATION.				
DEFINITION:				
Reviews and returns decoration submission consideration letter, reviews report of individual personnel (RIP), researches directive, drafts nomination and citation, proofreads nomination and citation final typed copy, and signs as required.				
APPLICABILITY:				
1. In an overhead work center, work performed in support of subordinate work center personnel will be classified as direct work. Additionally, if you are unable to differentiate work performed as direct or indirect, then measure it ALL as direct.				
2. The automated task time for this task DOES NOT apply to short-tour areas. For short-tour areas, accept the SIAM task time for CONUS/long-tour areas and go to the EDIT mode and manually change the per accomplishment time (PAT) to 0.2596.				
TASK CLASSIFICATION				
	FIXED		VARIABLE	X PERSONNEL GENERATED
MAN-HOUR EQUATION:				
Y = bX, where,				
b = The average per person monthly man-hours to prepare one enlisted decoration nomination.				
X = The average number of enlisted personnel assigned to the work center.				
Y = 0.06489X				
0.06489 monthly man-hours equate to 3.11 man-hours per enlisted decoration nomination.				
$0.06489 \times 12 \text{ months} / 0.25 \text{ (an officer PCSs on average every 48 months.)} = 3.11$				
MEASUREMENT INSTRUCTIONS:				
1. Activity Frequency Determination: The AF is 0.25/YR multiplied by the average monthly number of enlisted assigned to the work center (less one if the work center supervisor is enlisted) for the past twelve months. The derived 0.25/YR AF is based on projected data provided by Air Staff which indicates enlisted personnel PCS on average every 48 months. Do not include decorations for personnel assigned to subordinate work centers. Man-hour credit for decorations for personnel assigned to subordinate work centers should be credited as direct work in the overhead work center.				
2. Per Accomplishment Time: The average time required to prepare one enlisted decoration nomination.				

TASK TITLE: I3.15. TYPES ENLISTED DECORATION NOMINATION.				
DEFINITION:				
Obtains and assembles material, types draft, separates copies, collates material, fastens material, proofreads material, releases to originator, receives material for final type, types final and releases to originator.				
APPLICABILITY:				
1. In an overhead work center, work performed in support of subordinate work center personnel will be classified as direct work. Additionally, if you are unable to differentiate work performed as direct or indirect, then measure ALL as direct.				
2. The automated task time for this task DOES NOT apply to short-tour areas. For short-tour areas, accept the SIAM task time for CONUS/long-tour areas and go to the EDIT mode and manually change the per accomplishment time (PAT) to 0.09284.				
TASK CLASSIFICATION				
MAN-HOUR EQUATION:				
Y = bX, where,				
b = The average per person monthly man-hours to type one enlisted decoration nomination.				
X = The average number of enlisted personnel assigned to the work center.				
Y = 0.02321X				
0.02321 monthly man-hours equate to 1.11 man-hours per enlisted decoration nomination typed.				
$0.02321 \times 12 \text{ months} / 0.25 \text{ (see task I2.13.)} = 1.11$				
MEASUREMENT INSTRUCTIONS:				
1. Activity Frequency Determination: The AF is 0.25/YR multiplied by the average monthly number of enlisted assigned to the work center (less one if the work center supervisor is enlisted) for the past twelve months. The derived 0.25/YR AF is based on projected data provided by Air Staff. Do not include decorations typed for personnel assigned to another work center. Credit these man-hours as direct work in the work center performing the work.				
2. Per Accomplishment Time: The average time required to type one enlisted decoration.				

TASK TITLE: I3.16. COUNSELS ENLISTED MEMBER.				
DEFINITION: Counsels and assists individual with morale, welfare, or disciplinary problems. Takes necessary corrective action required to maintain discipline.				
APPLICABILITY: In an overhead work center, work performed for a subordinate work center will be classified as direct work. Additionally, if you are unable to differentiate work performed as direct or indirect, then measure it ALL as direct.				
TASK CLASSIFICATION				
	FIXED		VARIABLE	X PERSONNEL GENERATED
MAN-HOUR EQUATION: $Y = bX$, where, b = The average per person monthly man-hours to counsel an enlisted member. X = The average number of enlisted members assigned to the work center. $Y = 0.05322X$ 0.05322 monthly man-hours equate to 0.64 yearly man-hours per enlisted member assigned. $0.05322 \times 12 \text{ months} = 0.64$				
MEASUREMENT INSTRUCTIONS: 1. Activity Frequency Determination: The average number of times per year the work center supervisor counsels an enlisted member. Do not include counseling for personnel assigned to subordinate work centers. Man-hour credit for this workload should be credited as direct work in the overhead work center. 2. Per Accomplishment Time: The average time required to counsel an enlisted member once, plus the time for the enlisted member being counseled (double the time expended).				

TASK TITLE: I4.1. SCHEDULES PERSONNEL.				
DEFINITION:				
Reviews work requirement and priority, reviews personnel status, and prepares duty schedule.				
APPLICABILITY:				
This task only applies to those work centers that prepare a formal work schedule for assigned personnel. If a formal work schedule is not prepared, the task does not apply. Time for scheduling personnel for activities such as dental appointments, CBPO briefings, commanders call, etc., are credited in task I4.7. Informs Individual.				
TASK CLASSIFICATION				
	FIXED		VARIABLE	X PERSONNEL GENERATED
MAN-HOUR EQUATION:				
Y = bX, where,				
b = The average per person monthly man-hours to schedule personnel.				
X = The average number of personnel assigned to the work center, less one (work center supervisor).				
Y = 0.3472X				
MEASUREMENT INSTRUCTIONS:				
1. Activity Frequency Determination: The number of times per month that the supervisor schedules work center personnel.				
2. Per Accomplishment Time: The average time required to schedule personnel once.				

TASK TITLE: I4.2. DEVELOPS POLICY LETTER, PROCEDURE, OR OPERATING INSTRUCTION.				
DEFINITION:				
Researches applicable document, develops draft, coordinates draft, and proofreads and signs final copy.				
APPLICABILITY:				
1. This task will be measured as direct work in an overhead work center.				
2. All policy letters, procedures, or operating instructions counted should be for the internal use of the work center only. Policy letters, procedures, or operating instructions developed for other work centers or personnel external to the work center are classified as direct work and should be credited as such.				
TASK CLASSIFICATION				
X	FIXED		VARIABLE	PERSONNEL GENERATED
MAN-HOUR EQUATION:				
Y = a, where,				
a = The average monthly man-hours to develop policy letters, procedures, or operating instructions.				
Y = 1.335				
MEASUREMENT INSTRUCTIONS:				
1. Activity Frequency Determination: The average number of policy letters, procedures, or operating instructions developed by the work center for the past twelve months.				
2. Per Accomplishment Time: The average time required to develop one policy letter, procedure, or operating instruction.				

TASK TITLE: I4.3. DEVELOPS PERFORMANCE STANDARD OR CHECKLIST.					
DEFINITION:					
Researches applicable document, develops draft, coordinates draft, and proofreads and signs final copy.					
APPLICABILITY:					
<p>1. This task will be measured as direct work in an overhead work center.</p> <p>2. All performance standards or checklists should be for the internal use of the work center only. Performance standards or checklists developed for use by other work centers or personnel external to the work center are classified as direct work and should be credited as such.</p>					
TASK CLASSIFICATION					
X	FIXED		VARIABLE		PERSONNEL GENERATED
MAN-HOUR EQUATION:					
<p>Y = a, where,</p> <p>a = The average monthly man-hours to develop performance standards or checklists.</p> <p>Y = 0.5532</p>					
MEASUREMENT INSTRUCTIONS:					
<p>1. Activity Frequency Determination: The average number of performance standards or checklists developed for the past twelve months.</p> <p>2. Per Accomplishment Time: The average time required to develop one performance standard or checklist.</p>					

TASK TITLE: I4.4. OVERSEES WORK IN PROGRESS.					
DEFINITION:					
Inspects and reviews subordinates work.					
APPLICABILITY:					
If this task is not performed DAILY (occurs every single duty day), then the task time does not apply and the task must be measured.					
TASK CLASSIFICATION					
	FIXED		VARIABLE	X	PERSONNEL GENERATED
MAN-HOUR EQUATION:					
<p>Y = bX, where,</p> <p>b = The average per person monthly man-hours to oversee work in progress.</p> <p>X = The average number of personnel assigned to the work center, less one (work center supervisor).</p> <p>Y = 1.563X</p> <p>1.563 monthly man-hours equate to 0.07 daily man-hours per person assigned.</p> <p>1.563 / 20.91 = 0.07</p>					
MEASUREMENT INSTRUCTIONS:					
<p>1. Activity Frequency Determination: The number of times per day that the supervisor oversees work in progress.</p> <p>2. Per Accomplishment Time: The average time required to oversee work in progress once.</p>					

TASK TITLE: I4.5. COORDINATES ON WORK CENTER OR PERSONNEL STATUS.					
DEFINITION:					
Coordinates with supervisor or other unit or agency on work center or personnel status.					
APPLICABILITY:					
This task will be measured as direct work in an overhead work center.					
TASK CLASSIFICATION					
X	FIXED		VARIABLE		PERSONNEL GENERATED
MAN-HOUR EQUATION:					
Y = a, where,					
a = The average monthly man-hours to coordinate on work center or personnel status.					
Y = 1.835					
MEASUREMENT INSTRUCTIONS:					
1. Activity Frequency Determination: The number of times per month that coordination occurs on work center or personnel status.					
2. Per Accomplishment Time: The average time required to coordinate on work center or personnel status once.					

TASK TITLE: I4.6. INFORMS WORK CENTER PERSONNEL.					
DEFINITION:					
Informs work center personnel on change affecting work center.					
APPLICABILITY:					
Time should not be allowed in this task for formal work center meetings. Time for work center meetings has been credited in category I6. Prepares For and Conducts/ Attends Meeting.					
TASK CLASSIFICATION					
	FIXED		VARIABLE	X	PERSONNEL GENERATED
MAN-HOUR EQUATION:					
Y = bX, where,					
b = The average per person monthly man-hours to inform work center personnel.					
X = The average number of personnel assigned to the work center, less one (work center supervisor).					
Y = 0.1304X					
0.1304 monthly man-hours equate to 0.01 man-hours per occurrence.					
0.1304 / 19.56 (average monthly occurrence per measured work center) = 0.01					
MEASUREMENT INSTRUCTIONS:					
1. Activity Frequency Determination: The average number of times per month that work center personnel are informed.					
2. Per Accomplishment Time: The average time required to inform work center personnel once.					

TASK TITLE: I4.7. INFORMS INDIVIDUAL.					
DEFINITION: Informs individual on changes affecting the individual.					
APPLICABILITY: There are no specific instructions for this task.					
TASK CLASSIFICATION					
	FIXED		VARIABLE	X	PERSONNEL GENERATED
MAN-HOUR EQUATION: $Y = bX$, where, b = The average per person monthly man-hours to inform individuals. X = The average number of personnel assigned to the work center, less one (work center supervisor). $Y = 0.09342X$ 0.09342X monthly man-hours equate to 0.05 man-hours per individual informed. $0.09342X / 1.82$ (average monthly occurrence per measured work center) = 0.05.					
MEASUREMENT INSTRUCTIONS: 1. Activity Frequency Determination: The average number of times per month that individuals are informed. 2. Per Accomplishment Time: The average time required to inform an individual once plus the time for the individual being informed (double the time expended).					

TASK TITLE: I4.8. PREPARES CORRESPONDENCE ASSOCIATED WITH INDIRECT WORK.					
DEFINITION: Reviews and assembles associated material, drafts correspondence, and finalizes correspondence.					
APPLICABILITY: In an overhead work center, work performed for a subordinate work center will be classified as direct work. Additionally, if you are unable to differentiate work performed as direct of indirect, then measure it ALL as direct.					
TASK CLASSIFICATION					
X	FIXED		VARIABLE		PERSONNEL GENERATED
MAN-HOUR EQUATION: $Y = a$, where, a = The average monthly man-hours to prepare correspondence associated with indirect work. $Y = 3.853$					
MEASUREMENT INSTRUCTIONS: 1. Activity Frequency Determination: The AF is monthly and includes only correspondence pertaining to indirect work. All correspondence dealing with direct work should be measured as direct work. 2. Per Accomplishment Time: The average time required to prepare one piece of correspondence associated with indirect work.					

TASK TITLE: I4.9. TYPES CORRESPONDENCE ASSOCIATED WITH INDIRECT WORK.				
DEFINITION:				
Obtains and assembles material, types draft, separates copies, collates material, fastens material, proofreads material, releases to originator, receives material for final type, types final and releases to originator.				
APPLICABILITY:				
This task does not apply to the work center being measured if the task is accomplished by another work center. Additionally, if you are unable to differentiate work performed as direct or indirect, then measure ALL as direct.				
TASK CLASSIFICATION				
X	FIXED		VARIABLE	PERSONNEL GENERATED
MAN-HOUR EQUATION:				
Y = a, where,				
a = The average monthly man-hours to type correspondence associated with indirect work.				
Y = 1.425				
MEASUREMENT INSTRUCTIONS:				
<p>1. Activity Frequency Determination: The AF is the number of pieces of indirect correspondence typed monthly. Do not include indirect correspondence typed for another work center. Credit these man-hours as direct work in the work center performing the work. Typing of correspondence associated with direct work will be measured as direct work. Do not include indirect typing which is already credited elsewhere in the indirect categories, e.g., I3.3. Types Enlisted Evaluation.</p> <p>2. Per Accomplishment Time: The average time required to type one piece of indirect correspondence.</p>				

TASK TITLE: I4.10. REVIEWS INCOMING DISTRIBUTION.				
DEFINITION:				
Reviews incoming correspondence for information and necessary action, and marks for routing.				
APPLICABILITY:				
<p>1. This task will be measured as direct work in an overhead work center. Additionally, if you are unable to differentiate work performed as direct or indirect, then measure it ALL as direct.</p> <p>2. If this task is not performed DAILY (occurs every single Duty day), then the task time does not apply and the task must be measured.</p>				
TASK CLASSIFICATION				
X	FIXED		VARIABLE	PERSONNEL GENERATED
MAN-HOUR EQUATION:				
Y = a, where,				
a = The average monthly man-hours to review incoming distribution.				
Y = 8.227				
8.227 monthly man-hours equate to 0.39 daily man-hours.				
$8.227 / 20.91 \text{ days} = 0.39$				
MEASUREMENT INSTRUCTIONS:				
<p>1. Activity Frequency Determination: The AF is the number of pieces of correspondence received daily.</p> <p>2. Per Accomplishment Time: The average time required to review one piece of correspondence.</p> <p>3. The PAT will be the time for ONE review level in each work center only. For example, at a wing manpower office, an determinant application package is reviewed by the wing manpower officer who then forwards it a technician. Time will be allowed for the wing manpower officer's review; however, time will not be allowed for any further reviews by technicians in this task. All additional reviews by other personnel in the same work center should be credited as direct work.</p>				

TASK TITLE: I4.11. REVIEWS OUTGOING DISTRIBUTION.					
DEFINITION:					
Reviews outgoing correspondence for completeness and accuracy, and signs.					
APPLICABILITY:					
<p>1. This task will be measured as direct work in an overhead work center. Additionally, if you are unable to differentiate work performed as direct or indirect, then measure it ALL as direct.</p> <p>2. If this task is not performed DAILY (occurs every single duty day), then the task time does not apply and the task must be measured.</p>					
TASK CLASSIFICATION					
X	FIXED		VARIABLE		PERSONNEL GENERATED
MAN-HOUR EQUATION:					
Y = a, where,					
a = The average monthly man-hours to review outgoing distribution.					
Y = 5.780					
5.780 monthly man-hours equate to 0.28 daily man-hours.					
5.780 / 20.91 days = 0.28					
MEASUREMENT INSTRUCTIONS:					
<p>1. Activity Frequency Determination: The AF is 1/D1.</p> <p>2. Per Accomplishment Time: The average time required to review ALL outgoing distribution daily.</p> <p>3. The PAT will be the time for ONE review level in each work center only. For example, at a wing manpower office, an application results package is reviewed by the wing manpower technician who then forwards it to the wing manpower officer for final review and signature. Time will be allowed for the wing manpower officer's review for completeness and accuracy; however, time will not be allowed for any other reviews conducted by other personnel in the work center. All time for additional reviews will be credited as direct work.</p>					

TASK TITLE: I4.12. DEVELOPS BUDGET ESTIMATE.					
DEFINITION:					
Prepares budget input by researching, evaluating, coordinating, and drafting estimate, forwards estimate to unit resource advisor, and answers follow-on inquiry on estimate.					
APPLICABILITY:					
In an overhead work center, work performed for a subordinate work center will be classified as direct work. Additionally, if you are unable to differentiate work performed as direct or indirect, then measure it ALL as direct.					
TASK CLASSIFICATION					
X	FIXED		VARIABLE		PERSONNEL GENERATED
MAN-HOUR EQUATION:					
Y = a, where,					
a = The average monthly man-hours to develop budget estimates.					
Y = 0.3162					
0.3162 monthly man-hours equate to 3.79 yearly man-hours.					
0.3162 x 12 months = 3.79					
MEASUREMENT INSTRUCTIONS:					
<p>1. Activity Frequency Determination: The AF is yearly. Do not include budget estimates prepared for subordinate work centers. Man-hour credit for this workload should be credited as direct work in the overhead work center.</p> <p>2. Per Accomplishment Time: The average time required to perform the duties described in this task per occurrence.</p>					

TASK TITLE: I4.13. ASSISTS IN MISHAP OR INCIDENT INVESTIGATION.					
DEFINITION:					
Notifies emergency response agency, informs safety office, and assists in investigation.					
APPLICABILITY:					
In an overhead work center, work performed for a subordinate Work center will be classified as direct work. Additionally, if you are unable to differentiate work performed as direct or indirect, then measure it ALL as direct.					
TASK CLASSIFICATION					
X	FIXED		VARIABLE		PERSONNEL GENERATED
MAN-HOUR EQUATION:					
Y = a, where,					
a = The average monthly man-hours to assist in mishap or incident investigations.					
Y = 0.2491					
MEASUREMENT INSTRUCTIONS:					
1. Activity Frequency Determination: The AF is yearly. Do not include investigations conducted for subordinate work centers. Man-hour credit for this workload should be credited direct work in the overhead work center, or as indirect work in the subordinate work center.					
2. Per Accomplishment Time: The average time required to perform the duties described in this task per occurrence.					

TASK TITLE: I4.14. INSPECTS OFFICE FACILITY.					
DEFINITION:					
Periodically inspects work center facility for housekeeping, safety, fire hazard, or equipment conditions that require attention and completes necessary documentation.					
APPLICABILITY:					
1. This task does not apply to a warehouse/maintenance facility. See task I4.15. for warehouse/maintenance facility.					
2. The standard time does not apply to overhead work centers. This task must be measured.					
3. Does not apply to inspections performed by overhead work centers of their subordinate work centers. Man-hour credit for this workload should be credited as direct work in the overhead work center.					
4. Does not apply to activities that perform consolidated inspections (more than one work center being inspected by one individual).					
5. If this task is not performed DAILY (occurs every single duty day), then the task time does not apply and the task must be measured.					
TASK CLASSIFICATION					
X	FIXED		VARIABLE		PERSONNEL GENERATED
MAN-HOUR EQUATION:					
Y = a, where,					
a = The average monthly man-hours to inspect facilities.					
Y = 3.014					
3.014 monthly man-hours equate to 0.14 daily man-hours.					
3.014 / 20.91 days = 0.14					
MEASUREMENT INSTRUCTIONS:					
1. Activity Frequency Determination: The AF is daily.					
2. Per Accomplishment Time: The average time required to perform the duties described in this task per occurrence.					

TASK TITLE: I4.15. INSPECTS WAREHOUSE/MAINTENANCE FACILITY.				
DEFINITION: Periodically inspects work center facility for housekeeping, safety, fire hazard, or equipment conditions that require attention and completes necessary documentation.				
APPLICABILITY: 1. This task does not apply to an office facility. See task I4.14. for office facility. 2. The standard time does not apply to overhead work centers. This task must be measured. 3. Does not apply to inspections performed by overhead work centers of their subordinate work centers. Man-hour credit for this workload should be credited as direct work in the overhead work center. 4. Does not apply to activities that perform consolidated inspections (more than one work center being inspected by one individual). 5. If this task is not performed DAILY (occurs every single duty day), then the task time does not apply and the task must be measured.				
TASK CLASSIFICATION				
X	FIXED		VARIABLE	PERSONNEL GENERATED
MAN-HOUR EQUATION: Y = a, where, a = The average monthly man-hours to inspect facilities. Y = 4.959 4.959 monthly man-hours equate to 0.24 daily man-hours. 4.959 / 20.91 days = 0.24				
MEASUREMENT INSTRUCTIONS: 1. Activity Frequency Determination: The AF is daily. 2. Per Accomplishment Time: The average time required to perform the duties described in this task per occurrence.				

TASK TITLE: I4.16. RECEIVES AND ASSISTS VISITING OFFICIAL.				
DEFINITION: Receives official visitor, assists visitor in accomplishing task, escorts visitor throughout work center, and returns to work area.				
APPLICABILITY: 1. The time for this task only applies to an office environment. It DOES NOT apply to a maintenance or warehouse environment; for these work centers, the task must be measured. 2. This task does not apply to those work centers having a receptionist. Man-hours spent by a receptionist performing this task should be credited as direct work and measured accordingly.				
TASK CLASSIFICATION				
X	FIXED		VARIABLE	PERSONNEL GENERATED
MAN-HOUR EQUATION: Y = a, where, a = The average monthly man-hours to receive and assist visiting officials. Y = 1.270				
MEASUREMENT INSTRUCTIONS: 1. Activity Frequency Determination: The AF is monthly. 2. Per Accomplishment Time: The average time required to perform the duties described in this task per occurrence.				

TASK TITLE: I4.17. REVIEWS REPORT AND STATISTICAL DATA.				
DEFINITION:				
Reviews information contained in report and statistical data for impact on work center status and to identify possible trends that require management attention.				
APPLICABILITY:				
This task will be measured as direct work in an overhead work center.				
TASK CLASSIFICATION				
X	FIXED		VARIABLE	PERSONNEL GENERATED
MAN-HOUR EQUATION:				
Y = a, where,				
a = The average monthly man-hours to review reports and statistical data.				
Y = 1.923				
MEASUREMENT INSTRUCTIONS:				
1. Activity Frequency Determination: The AF is monthly.				
2. Per Accomplishment Time: The average time required to perform the duties described in this task per occurrence.				

TASK TITLE: I4.18. PREPARES SUGGESTION.				
DEFINITION:				
Researches information, prepares suggestion, and submits to unit suggestion monitor or base suggestion manager.				
APPLICABILITY:				
There are no specific instructions for this task.				
TASK CLASSIFICATION				
	FIXED		VARIABLE	X PERSONNEL GENERATED
MAN-HOUR EQUATION:				
Y = bX, where,				
b = The average per person monthly man-hours to prepare one suggestion.				
X = The average number of personnel assigned to the work center.				
Y = 0.01145X				
0.01145 monthly man-hours equate to 2.29 man-hours per suggestion prepared.				
0.01145 x 12 months / 0.06 (average number of suggestions prepared in the Air Force for the past 24 months divided by the Air Force active duty military and civilian strength) = 2.29				
MEASUREMENT INSTRUCTIONS:				
1. Activity Frequency Determination: The AF is 0.06/YR multiplied by the average monthly number of personnel assigned to the work center for the past twelve months. The AF was determined from Air Force historical records for suggestions submitted divided by the Air Force active duty strength for the same time period.				
2. Per Accomplishment Time: The average time required to perform the duties described in this task per occurrence.				

TASK TITLE: I5.1. PROCESSES UNCLASSIFIED INCOMING DISTRIBUTION.					
DEFINITION: Picks up distribution, receives and opens envelope, reviews for required action, and marks and routes distribution.					
APPLICABILITY: 1. This task does not apply to the work center being measured if the task is accomplished by another work center. 2. This task will be measured as direct work in an overhead work center. Additionally, if you are unable to differentiate work performed as direct or indirect, then measure ALL as direct. 3. Does not apply to those work centers having a mail room function. Work performed in a mail room would be classified as direct work. 4. If this task is not performed DAILY (occurs every single duty day), then the task time does not apply and the task must be measured.					
TASK CLASSIFICATION					
X	FIXED		VARIABLE		PERSONNEL GENERATED
MAN-HOUR EQUATION: Y = a, where, a = The average monthly man-hours to process incoming distribution. Y = 12.34 12.34 monthly man-hours equate to 0.59 daily man-hours. 12.34 / 20.91 days = 0.59					
MEASUREMENT INSTRUCTIONS: 1. Activity Frequency Determination: The AF is daily. 2. Per Accomplishment Time: The average time required to perform the duties described per occurrence.					

TASK TITLE: I5.2. PROCESSES UNCLASSIFIED OUTGOING DISTRIBUTION.					
DEFINITION: Obtains bulk mailing container, places outgoing correspondence in envelope or container, affixes outside address and return address, places in outbound receptacle, and delivers to pickup point.					
APPLICABILITY: 1. This task does not apply to the work center being measured if the task is accomplished by another work center. 2. This task will be measured as direct work in an overhead work center. Additionally, if you are unable to differentiate work performed as direct or indirect, then measure ALL as direct. 3. Does not apply to those work centers having a mail room function. Work performed in a mail room would be classified as direct work. 4. If this task is not performed DAILY (occurs every single duty day), then the task time does not apply and the task must be measured.					
TASK CLASSIFICATION					
X	FIXED		VARIABLE		PERSONNEL GENERATED
MAN-HOUR EQUATION: Y = a, where, a = The average monthly man-hours to process outgoing distribution. Y = 9.374 9.374 monthly man-hours equate to 0.45 daily man-hours. 9.374 / 20.91 days = 0.45					
MEASUREMENT INSTRUCTIONS: 1. Activity Frequency Determination: The AF is the average number of pieces of outgoing correspondence processed per day. 2. Per Accomplishment Time: The average time required to process one piece of correspondence.					

TASK TITLE: I5.3. ESTABLISHES NEW UNCLASSIFIED CORRESPONDENCE FILE.					
DEFINITION:					
Researches new regulation, amends file plan, prepares file control label, and prepares new file folder.					
APPLICABILITY:					
This task does not apply to the work center being measured if the task is accomplished by another work center. Additionally, if you are unable to differentiate work performed as direct or indirect, then measure ALL as direct.					
TASK CLASSIFICATION					
X	FIXED		VARIABLE		PERSONNEL GENERATED
MAN-HOUR EQUATION:					
Y = a, where,					
a = The average monthly man-hours to establish new files.					
Y = 0.1660					
0.1660 monthly man-hours equate to 1.99 yearly man-hours.					
0.1660 x 12 months = 1.99					
MEASUREMENT INSTRUCTIONS:					
1. Activity Frequency Determination: The AF is the average number of new entries on an AF Form 80 yearly.					
2. Per Accomplishment Time: The average time required to establish one new file.					

TASK TITLE: I5.4. UPDATES UNCLASSIFIED CORRESPONDENCE FILE.					
DEFINITION:					
Reviews file for currency, updates file plan, updates file control label, and updates file guide and folder label.					
APPLICABILITY:					
This task does not apply to the work center being measured if the task is accomplished by another work center. Additionally, if you are unable to differentiate work performed as direct or indirect, then measure ALL as direct.					
TASK CLASSIFICATION					
X	FIXED		VARIABLE		PERSONNEL GENERATED
MAN-HOUR EQUATION:					
Y = a, where,					
a = The average monthly man-hours to update files.					
Y = 0.3930					
0.3930 monthly man-hours equate to 4.72 yearly man-hours.					
0.3930 x 12 months = 4.72					
MEASUREMENT INSTRUCTIONS:					
1. Activity Frequency Determination: The AF is the average number of files updated yearly.					
2. Per Accomplishment Time: The average time required to update one file.					

TASK TITLE: 15.5. FILES UNCLASSIFIED CORRESPONDENCE.				
DEFINITION: Obtains correspondence from filing tray, marks correspondence, sorts correspondence, and files correspondence.				
APPLICABILITY: 1. This task does not apply to the work center being measured if the task is accomplished by another work center. Additionally, if you are unable to differentiate work performed as direct or indirect, then measure ALL as direct. 2. If this task is not performed DAILY (occurs every single duty day), then the above time does not apply and the task must be measured.				
TASK CLASSIFICATION				
X	FIXED		VARIABLE	PERSONNEL GENERATED
MAN-HOUR EQUATION: Y = a, where, a = The average monthly man-hours to file correspondence. Y = 7.209 7.209 monthly man-hours equate to 0.34 daily man-hours. 7.209 / 20.91 days = 0.34				
MEASUREMENT INSTRUCTIONS: 1. Activity Frequency Determination: The AF is the average number of pieces of correspondence filed daily. 2. Per Accomplishment Time: The average time required to file one piece of correspondence.				

TASK TITLE: 15.6. REVIEWS UNCLASSIFIED CORRESPONDENCE FILE FOR DISPOSAL.				
DEFINITION: Separates active file from inactive file, prepares material for transfer to staging area, and stores material for disposal.				
APPLICABILITY: This task does not apply to the work center being measured if the task is accomplished by another work center. Additionally, if you are unable to differentiate work performed as direct or indirect, then measure ALL as direct.				
TASK CLASSIFICATION				
X	FIXED		VARIABLE	PERSONNEL GENERATED
MAN-HOUR EQUATION: Y = a, where, a = The average monthly man-hours to review files for disposal. Y = 0.4510 0.4510 monthly man-hours equate to 5.41 yearly man-hours. 0.4510 x 12 months = 5.41				
MEASUREMENT INSTRUCTIONS: 1. Activity Frequency Determination: The AF is the average number of files (number of entries on the AF Form 80) reviewed for disposal yearly. 2. Per Accomplishment Time: The average time required to review one file for disposal.				

TASK TITLE: 15.7. DISPOSES OF UNCLASSIFIED DOCUMENTATION.				
DEFINITION:				
Disposes of material within the work center, and disposes of material outside the work area.				
APPLICABILITY:				
This task does not apply to the work center being measured if the task is accomplished by another work center. Additionally, if you are unable to differentiate work performed as direct or indirect, then measure ALL as direct.				
TASK CLASSIFICATION				
X	FIXED		VARIABLE	PERSONNEL GENERATED
MAN-HOUR EQUATION:				
Y = a, where,				
a = The average monthly man-hours to dispose of documentation.				
Y = 0.2083				
0.2083 monthly man-hours equate to 2.50 yearly man-hours.				
0.2083 x 12 months = 2.50				
MEASUREMENT INSTRUCTIONS:				
1. Activity Frequency Determination: The AF is the average number of times documentation is disposed of yearly.				
2. Per Accomplishment Time: The average time required to dispose of documentation per occurrence.				

TASK TITLE: 15.8. MAINTAINS SUSPENSE FILE.				
DEFINITION:				
Determines need for suspense, assigns suspense, posts file, reviews file for compliance, reminds individual of suspense, and annotates file at completion of action.				
APPLICABILITY:				
1. This task does not apply to the work center being measured if the task is accomplished by another work center. Additionally, if you are unable to differentiate work performed as direct or indirect, then measure ALL as direct.				
2. If this task is not performed DAILY (occurs every single duty day), then the task time does not apply and the task must be measured.				
TASK CLASSIFICATION				
X	FIXED		VARIABLE	PERSONNEL GENERATED
MAN-HOUR EQUATION:				
Y = a, where,				
a = The average monthly man-hours to maintain suspense files.				
Y = 3.095				
3.095 monthly man-hours equate to 0.15 daily man-hours.				
3.095 / 20.91 days = 0.15				
MEASUREMENT INSTRUCTIONS:				
1. Activity Frequency Determination: The AF is the average number of times the suspense file is maintained daily.				
2. Per Accomplishment Time: The average time required to maintain the suspense file per occurrence.				

TASK TITLE: I5.9. MAINTAINS LOG AND REGISTER.				
DEFINITION: Obtains book or form, makes entry, and puts book or form away.				
APPLICABILITY: 1. This task does not apply to the work center being measured if the task is accomplished by another work center. Additionally, if you are unable to differentiate work performed as direct or indirect, then measure ALL as direct. 2. If this task is not performed DAILY (occurs every single duty day), then the time does not apply and the task must be measured. 3. This task does not include time for maintaining logs and registers in a reception area environment, e.g., sign-in log at an education office or legal office.				
TASK CLASSIFICATION				
X	FIXED		VARIABLE	PERSONNEL GENERATED
MAN-HOUR EQUATION: Y = a, where, a = The average monthly man-hours to maintain logs and registers. Y = 3.688 3.688 monthly man-hours equate to 0.18 daily man-hours. 3.688 / 20.91 days = 0.18				
MEASUREMENT INSTRUCTIONS: 1. Activity Frequency Determination: The AF is the average number of times the log and register is maintained daily. 2. Per Accomplishment Time: The average time required to maintain the log or register per occurrence.				

TASK TITLE: I5.10. MAINTAINS PERSONNEL LOCATOR FILE.				
DEFINITION: Prepares card or record, posts change, and disposes of card or record.				
APPLICABILITY: 1. This task does not apply to the work center being measured if the task is accomplished by another work center. Additionally, if you are unable to differentiate work performed as direct or indirect, then measure ALL as direct. 2. In an overhead work center, work performed in support of subordinate work center personnel will be classified as direct work.				
TASK CLASSIFICATION				
	FIXED		VARIABLE	X PERSONNEL GENERATED
MAN-HOUR EQUATION: Y = bX, where, b = The average per person monthly man-hours to maintain a personnel locator file. X = The average number of personnel assigned to the work center. Y = 0.002457X 0.002457 monthly man-hours equate to 0.03 yearly man-hours. 0.002457 x 12 months = 0.03				
MEASUREMENT INSTRUCTIONS: 1. Activity Frequency Determination: The AF is the number of times the personnel locator card is maintained yearly. 2. Per Accomplishment Time: The average time required to maintain the personnel locator file per occurrence.				

TASK TITLE: I5.11. CONTROLS CLASSIFIED MATERIAL.					
DEFINITION:					
Removes material from file, prepares document receipt, routes material, annotates receipt, and files material.					
APPLICABILITY:					
<p>1. This task does not apply to the work center being measured if the task is accomplished by another work center. Additionally, if you are unable to differentiate work performed as direct or indirect, then measure ALL as direct.</p> <p>2. In an overhead work center, work performed in support of subordinate work center personnel will be classified as direct work.</p> <p>3. This task does not apply to Communication Centers (FAC 3863M0). In this FAC this task is direct work.</p>					
TASK CLASSIFICATION					
X	FIXED		VARIABLE		PERSONNEL GENERATED
MAN-HOUR EQUATION:					
Y = a, where,					
a = The average monthly man-hours to control material.					
Y = 2.886					
MEASUREMENT INSTRUCTIONS:					
<p>1. Activity Frequency Determination: The AF is the average number of times classified material is controlled monthly.</p> <p>2. Per Accomplishment Time: The average time required to control classified material per occurrence.</p>					

TASK TITLE: I5.12. INVENTORIES CLASSIFIED MATERIAL.					
DEFINITION:					
Verifies accountability of top secret material, and prepares inventory report.					
APPLICABILITY:					
<p>1. This task is for TOP SECRET material only.</p> <p>2. This task does not apply to the work center being measured if the task is accomplished by another work center. Additionally, if you are unable to differentiate work performed as direct or indirect, then measure ALL as direct.</p> <p>3. This task will be measured as direct work in an overhead work center (or other work center) when inventorying material for a subordinate work center.</p> <p>4. This task does not apply to Communication Centers (FAC 3863M0). In this FAC this task is direct work.</p>					
TASK CLASSIFICATION					
X	FIXED		VARIABLE		PERSONNEL GENERATED
MAN-HOUR EQUATION:					
Y = a, where,					
a = The average monthly man-hours to inventory material.					
Y = 1.882					
MEASUREMENT INSTRUCTIONS:					
<p>1. Activity Frequency Determination: The AF is the average number of times TOP SECRET material is inventoried monthly.</p> <p>2. Per Accomplishment Time: The average time required to inventory TOP SECRET material per occurrence.</p>					

TASK TITLE: I5.13. SAFEGUARDS CLASSIFIED MATERIAL.					
DEFINITION:					
Checks safe, annotates form, checks room or area, and changes safe combination.					
APPLICABILITY:					
<p>1. This task does not apply to the work center being measured if the task is accomplished by another work center. Additionally, if you are unable to differentiate work performed as direct or indirect, then measure ALL as direct.</p> <p>2. This task will be measured as direct work in an overhead work center (or other work center) when controlling material for a subordinate work center.</p> <p>3. This task does not apply to Communication Centers. In this work center this task is direct work.</p> <p>4. If this task is not performed DAILY (occurs every single duty day), then the task time does not apply and the task must be measured.</p>					
TASK CLASSIFICATION					
X	FIXED		VARIABLE		PERSONNEL GENERATED
MAN-HOUR EQUATION:					
Y = a, where,					
a = The average monthly man-hours to safeguard material.					
Y = 1.857					
1.857 monthly man-hours equate to 0.09 daily man-hours.					
1.857 / 20.91 days = 0.09					
MEASUREMENT INSTRUCTIONS:					
<p>1. Activity Frequency Determination: The AF is the average daily number of times material is safeguarded.</p> <p>2. Per Accomplishment Time: The average time required to safeguard material per occurrence.</p>					

TASK TITLE: I5.14. DESTROYS CLASSIFIED MATERIAL.					
DEFINITION:					
Selects material to be destroyed, prepares destruction record, destroys material, and signs destruction record.					
APPLICABILITY:					
<p>1. By regulation (AFI 31-401), this task requires two people to accomplish this task.</p> <p>2. This task does not apply to the work center being measured if the task is accomplished by another work center. Additionally, if you are unable to differentiate work performed as direct or indirect, then measure ALL as direct.</p> <p>3. This task will be measured as direct work in an overhead work center (or other work center) when destroying material for a subordinate work center.</p> <p>4. This task does not apply to Communication Centers. In this work center this task is direct work.</p>					
TASK CLASSIFICATION					
X	FIXED		VARIABLE		PERSONNEL GENERATED
MAN-HOUR EQUATION:					
Y = a, where,					
a = The average monthly man-hours to destroy material.					
Y = 0.7500					
MEASUREMENT INSTRUCTIONS:					
<p>1. Activity Frequency Determination: The AF is the average yearly number of times material is destroyed.</p> <p>2. Per Accomplishment Time: The average time required to destroy material per occurrence.</p>					

TASK TITLE: 15.15. MAINTAINS UNCLASSIFIED PUBLICATION FILE.				
DEFINITION: Determines requirement for publication, orders administrative publication, maintains index, and maintains publication.				
APPLICABILITY: 1. This task does not apply to the work center being measured if the task is accomplished by another work center. Additionally, if you are unable to differentiate work performed as direct or indirect, then measure ALL as direct. 2. The time for this task does not apply to an overhead work center.				
TASK CLASSIFICATION				
X	FIXED		VARIABLE	PERSONNEL GENERATED
MAN-HOUR EQUATION: Y = a, where, a = The average monthly man-hours to maintain unclassified publication files. Y = 1.116				
MEASUREMENT INSTRUCTIONS: 1. ACTIVITY FREQUENCY DETERMINATION: a. The AF is the average monthly number of times determination is made for publications. b. The AF is the average monthly number of times administrative publications are ordered. c. The AF is the average monthly number of times the publication index is maintained. d. The AF is the average monthly number of times the publication is maintained. 2. PER ACCOMPLISHMENT TIME: a. The average time to required to determine requirement for publications per occurrence. b. The average time required to order administrative publications per occurrence. c. The average time required to maintain the publications index per occurrence. d. The average time required to maintain the publication per occurrence. 3. Each of the above applicable subtasks should be measured and the resulting subtask man-hours summed to determine the overall monthly task man-hour requirement.				

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TASK TITLE: 15.16. OPERATES COPY MACHINE.				
DEFINITION: Makes copy, annotates log, and collates copy.				
APPLICABILITY: 1. If this task is not performed DAILY (occurs every single duty day), then the task time does not apply and the task must be measured. 2. This task does not apply to the work center being measured if the task is accomplished by another work center. Additionally, if you are unable to differentiate work performed as direct or indirect, then measure ALL as direct. 3. The time for this task does not apply to an overhead work center.				
TASK CLASSIFICATION				
X	FIXED		VARIABLE	PERSONNEL GENERATED
MAN-HOUR EQUATION: Y = a, where, a = The average monthly man-hours to operate a coy machine. Y = 6.743 6.743 monthly man-hours equate to 0.32 daily man-hours. 6.743 / 20.91 days = 0.32				
MEASUREMENT INSTRUCTIONS: 1. Activity Frequency Determination: The AF is the average daily number of times the copy machine is operated regardless of the number of copies made. 2. Per Accomplishment Time: The average time required to operate the copy machine per occurrence.				

TASK TITLE: I5.17. MAINTAINS STOCK OF BLANK FORMS.					
DEFINITION:					
Determines requirement, prepares requisition form, receives form, distributes form, files form, requisitions and maintains accountable form, disposes of obsolete form, and removes and deletes unneeded requisition form.					
APPLICABILITY:					
1. This task does not apply to the work center being measured if the task is accomplished by another work center. Additionally, if you are unable to differentiate work performed as direct or indirect, then measure ALL as direct.					
2. The time for this task does not apply to an overhead work center.					
TASK CLASSIFICATION					
X	FIXED		VARIABLE		PERSONNEL GENERATED
MAN-HOUR EQUATION:					
Y = a, where,					
a = The average monthly man-hours to maintain a stock of blank forms.					
Y = 0.6592					
MEASUREMENT INSTRUCTIONS:					
1. Activity Frequency Determination: The AF is the average monthly number of times the stock of blank forms is maintained.					
2. Per Accomplishment Time: The average time required to maintain the stock of blank forms per occurrence.					

TASK TITLE: I5.18. MAINTAINS BULLETIN BOARD.					
DEFINITION:					
Posts new information and removes obsolete information.					
APPLICABILITY:					
1. This task does not apply to the work center being measured if the task is accomplished by another work center. Additionally, if you are unable to differentiate work performed as direct or indirect, then measure ALL as direct.					
2. The time for this task does not apply to an overhead work center.					
TASK CLASSIFICATION					
X	FIXED		VARIABLE		PERSONNEL GENERATED
MAN-HOUR EQUATION:					
Y = a, where,					
a = The average monthly man-hours to maintain bulletin boards.					
Y = 0.4601					
MEASUREMENT INSTRUCTIONS:					
1. Activity Frequency Determination: The AF is the average monthly number of times the bulletin board is maintained.					
2. Per Accomplishment Time: The average time required to maintain the bulletin board per occurrence.					

TASK TITLE: I5.19. MAINTAINS APPOINTMENT RECORD.				
DEFINITION:				
Receives request, annotates record, coordinates appointment with supervisor, and finalizes appointment.				
APPLICABILITY:				
<p>1. This task does not apply to the work center being measured if the task is accomplished by another work center. Additionally, if you are unable to differentiate work performed as direct or indirect, then measure ALL as direct.</p> <p>2. This task will be measured as direct work in an overhead work center (or other work center) when maintaining an appointment record for a subordinate work center.</p> <p>3. If this task is not performed DAILY (occurs every single duty day), then the task time does not apply and the task must be measured.</p>				
TASK CLASSIFICATION				
X	FIXED		VARIABLE	PERSONNEL GENERATED
MAN-HOUR EQUATION:				
Y = a, where,				
a = The average monthly man-hours to maintain appointment records.				
Y = 1.902				
1.902 monthly man-hours equate to 0.09 daily man-hours.				
$1.902 / 20.91 \text{ days} = 0.09$				
MEASUREMENT INSTRUCTIONS:				
<p>1. Activity Frequency Determination: The AF is the average daily number of times an appointment record is maintained.</p> <p>2. Per Accomplishment Time: The average time required to maintain an appointment record per occurrence.</p>				

TASK TITLE: I5.20. ACKNOWLEDGES VISITOR.				
DEFINITION:				
Greets visitor, answers query, and refers visitor to appropriate person or location.				
APPLICABILITY:				
<p>1. This task does not apply to those work centers having a receptionist. Man-hours spent by a receptionist performing this task should be credited as direct work and measured accordingly.</p> <p>2. If this task is not performed DAILY (occurs every single duty day), then the task time does not apply and the task must be measured.</p>				
TASK CLASSIFICATION				
X	FIXED		VARIABLE	PERSONNEL GENERATED
MAN-HOUR EQUATION:				
Y = a, where,				
a = The average monthly man-hours to acknowledge visitors.				
Y = 3.282				
3.282 monthly man-hours equate to 0.16 daily man-hours.				
$3.282 / 20.91 \text{ days} = 0.16$				
MEASUREMENT INSTRUCTIONS:				
<p>1. Activity Frequency Determination: The AF is the average daily number of times a visitor is acknowledged.</p> <p>2. Per Accomplishment Time: The average time required to acknowledge a visitor per occurrence.</p>				

TASK TITLE: I5.21. MAINTAINS OFFICE EQUIPMENT.					
DEFINITION: Cleans equipment, dusts equipment, changes ribbon, belt, or tape, and makes minor adjustment.					
APPLICABILITY: 1. This task does not apply to the work center being measured if the task is accomplished by another work center. Additionally, if you are unable to differentiate work performed as direct or indirect, then measure ALL as direct. 2. If this task is not performed MONTHLY (occurs every month), then the task time does not apply and the task must be measured. 3. This task does not apply to an overhead work center.					
TASK CLASSIFICATION					
X	FIXED		VARIABLE		PERSONNEL GENERATED
MAN-HOUR EQUATION: Y = a, where, a = The average monthly man-hours to maintain office equipment. Y = 0.7504					
MEASUREMENT INSTRUCTIONS: 1. Activity Frequency Determination: The AF is the average monthly number of times office equipment is maintained. 2. Per Accomplishment Time: The average time required to maintain office equipment per occurrence.					

TASK TITLE: I5.22. MAINTAINS MICROCOMPUTER SYSTEM.					
DEFINITION: Installs software and hardware, modifies software, deletes outdated file, and backs-up file.					
APPLICABILITY: This task does not apply to the work center being measured if the task is accomplished by another work center. Additionally, if you are unable to differentiate work performed as direct or indirect, then measure ALL as direct.					
TASK CLASSIFICATION					
X	FIXED		VARIABLE		PERSONNEL GENERATED
MAN-HOUR EQUATION: Y = a, where, a = The average monthly man-hours to maintain microcomputer systems. Y = 2.239					
MEASUREMENT INSTRUCTIONS: The task was broken down for measurement purposes. 1. Activity Frequency Determination: a. Installs Software and Hardware. The AF is yearly. b. Modifies Software. The AF is yearly. c. Deletes Outdated File. The AF is monthly. d. Backs-up File. The AF is monthly. 2. Per Accomplishment Time: The average time required to accomplish each task listed in paragraph 1 above per occurrence. 3. Each of the above applicable subtasks should be measured and the resulting subtask man-hours summed to determine the overall monthly task man-hour requirement.					

HOW TO CREDIT MEETINGS							
KEY							
A = ATTENDS C = CONDUCTS	TYPE OF MEETING						
ORGANIZATIONALLEVEL	W I N G	T R I D E P U T Y	U N I T	D I R E C T O R A T E	D I V I S I O N	B R A N C H	W O R K C E N T E R
WING STAFF	A						C A
TRI-DEPUTY COMMANDER	A	C					
UNIT COMMANDER	A	A					
DIRECTOR			A				C A
DIVISION CHIEF				A			C A
BRANCH CHIEF					A		C A
WORK CENTER CHIEF						A	C A
NOTES:							
1. These are the meetings that each organization chief will normally conduct or attend. There will always be exceptions.							
2. To determine which meetings should be credited to the work center being measured, find the organization level of the work center and read across the row. The indirect man-hours provide for one person to attend any of the meetings with the exception of work center meetings, where the supervisor is credited with conducting the meeting and all assigned work center personnel are credited with attending the meeting.							
3. All other meetings not listed above, are considered to be classified as direct work or not credited in the indirect man-hours for category 6, Prepares for and Conducts/ Attends Meetings.							

TASK TITLE: I6.1. PREPARES FOR WING STAFF MEETING.					
DEFINITION: Gathers information, organizes material, prepares chart or slide, and practices presentation.					
APPLICABILITY: 1. For applicability, see the "How to Credit Meetings" worksheet. 2. If this task is performed other than ONCE PER WEEK, then the task time does not apply and the task must be measured.					
TASK CLASSIFICATION					
X	FIXED		VARIABLE		PERSONNEL GENERATED
MAN-HOUR EQUATION: Y = a, where, a = The average monthly man-hours to prepare for a wing staff meeting. Y = 1.925 1.925 monthly man-hours equate to 0.44 man-hours per weekly meeting. The AF is fixed at one meeting per week. 1.925 / 4.348 weeks = 0.44					
MEASUREMENT INSTRUCTIONS: 1. Activity Frequency Determination: The AF is once per week. 2. Per Accomplishment Time: The average time required for ONE person to conduct or attend a meeting per occurrence.					

TASK TITLE: I6.2. CONDUCTS OR ATTENDS WING STAFF MEETING.					
DEFINITION:					
Conducts or attends meeting.					
APPLICABILITY:					
1. For applicability, see the "How to Credit Meetings" worksheet.					
2. If this task is performed other than ONCE PER WEEK, then the task time does not apply and the task must be measured.					
TASK CLASSIFICATION					
X	FIXED		VARIABLE		PERSONNEL GENERATED
MAN-HOUR EQUATION:					
Y = a, where,					
a = The average monthly man-hours to conduct or attend a wing staff meeting.					
Y = 3.596					
3.596 monthly man-hours equate to 0.83 man-hours per weekly meeting. The AF is fixed at one meeting per week.					
3.596 / 4.348 weeks = 0.83					
MEASUREMENT INSTRUCTIONS:					
1. Activity Frequency Determination: The AF is once per week.					
2. Per Accomplishment Time: The average time required for ONE person to conduct or attend a meeting per occurrence.					

TASK TITLE: I6.3. PREPARES FOR UNIT MEETING.					
DEFINITION:					
Gathers information, organizes material, prepares chart or slide, and practices presentation.					
APPLICABILITY:					
1. For applicability, see the "How to Credit Meetings" worksheet.					
2. If this task is performed other than ONCE PER WEEK, then the task time does not apply and the task must be measured.					
TASK CLASSIFICATION					
X	FIXED		VARIABLE		PERSONNEL GENERATED
MAN-HOUR EQUATION:					
Y = a, where,					
a = The average monthly man-hours to prepare for a unit meeting.					
Y = 1.219					
1.219 monthly man-hours equate to 0.28 man-hours per weekly meeting. The AF is fixed at one meeting per week.					
1.219 / 4.348 weeks = 0.28					
MEASUREMENT INSTRUCTIONS:					
1. Activity Frequency Determination: The AF is once per week.					
2. Per Accomplishment Time: The average time required for ONE person to conduct or attend a meeting per occurrence.					

TASK TITLE: I6.4. CONDUCTS OR ATTENDS UNIT MEETING.					
DEFINITION: Conducts or attends meeting.					
APPLICABILITY: 1. For applicability, see the "How to Credit Meetings" worksheet. 2. If this task is performed other than ONCE PER WEEK, then the task time does not apply and the task must be measured.					
TASK CLASSIFICATION					
X	FIXED		VARIABLE		PERSONNEL GENERATED
MAN-HOUR EQUATION: Y = a, where, a = The average monthly man-hours to conduct or attend a unit meeting. Y = 2.851 2.851 monthly man-hours equate to 0.66 man-hours per weekly meeting. The AF is fixed at one meeting per week. $2.851 / 4.348 \text{ weeks} = 0.66$					
MEASUREMENT INSTRUCTIONS: 1. Activity Frequency Determination: The AF is once per week. 2. Per Accomplishment Time: The average time required for ONE person to conduct or attend a meeting per occurrence.					

TASK TITLE: I6.5. PREPARES FOR TRI-DEPUTY (DCM, DO, RM)/ SUPPORT GROUP MEETING.					
DEFINITION: Gathers information, organizes material, prepares chart or slide, and practices presentation.					
APPLICABILITY: 1. For applicability, see the "How to Credit Meetings" worksheet. 2. If this task is performed other than ONCE PER WEEK, then the task time does not apply and the task must be measured.					
TASK CLASSIFICATION					
X	FIXED		VARIABLE		PERSONNEL GENERATED
MAN-HOUR EQUATION: Y = a, where, a = The average monthly man-hours to prepare for a tri-deputy/support group meeting. Y = 1.459 1.459 monthly man-hours equate to 0.34 man-hours per weekly meeting. The AF is fixed at one meeting per week. $1.459 / 4.348 \text{ weeks} = 0.34$					
MEASUREMENT INSTRUCTIONS: 1. Activity Frequency Determination: The AF is once per week. 2. Per Accomplishment Time: The average time required for ONE person to conduct or attend a meeting per occurrence.					

TASK TITLE: I6.6. CONDUCTS OR ATTENDS TRI-DEPUTY (DCM, DO, RM/ SUPPORT GROUP MEETING.					
DEFINITION: Conducts or attends meeting.					
APPLICABILITY: 1. For applicability, see the "How to Credit Meetings" worksheet. 2. If this task is performed other than ONCE PER WEEK, then the task time does not apply and the task must be measured.					
TASK CLASSIFICATION					
X	FIXED		VARIABLE		PERSONNEL GENERATED
MAN-HOUR EQUATION: Y = a, where, a = The average monthly man-hours to conduct or attend a tri-deputy/support group meeting. Y = 4.129 4.129 monthly man-hours equate to 0.95 man-hours per weekly meeting. The AF is fixed at one meeting per week. 4.129 / 4.348 weeks = 0.95					
MEASUREMENT INSTRUCTIONS: 1. Activity Frequency Determination: The AF is once per week. 2. Per Accomplishment Time: The average time required for ONE person to conduct or attend a meeting per occurrence.					

TASK TITLE: I6.7. PREPARES FOR DIRECTORATE/DIVISION/BRANCH MEETING.					
DEFINITION: Gathers information, organizes material, prepares chart or slide, and practices presentation.					
APPLICABILITY: 1. For applicability, see the "How to Credit Meetings" worksheet. 2. If this task is performed other than ONCE PER WEEK, then the task time does not apply and the task must be measured.					
TASK CLASSIFICATION					
X	FIXED		VARIABLE		PERSONNEL GENERATED
MAN-HOUR EQUATION: Y = a, where, a = The average monthly man-hours to prepare for a directorate/division/branch meeting. Y = 2.411 2.411 monthly man-hours equate to 0.55 man-hours per weekly meeting. The AF is fixed at one meeting per week. 2.411 / 4.348 weeks = 0.55					
MEASUREMENT INSTRUCTIONS: 1. Activity Frequency Determination: The AF is once per week. 2. Per Accomplishment Time: The average time required for ONE person to conduct or attend a meeting per occurrence.					

TASK TITLE: I6.8. CONDUCTS OR ATTENDS DIRECTORATE/DIVISION/ BRANCH MEETING.					
DEFINITION: Conducts or attends meeting.					
APPLICABILITY: 1. For applicability, see the "How to Credit Meetings" worksheet. 2. If this task is performed other than ONCE PER WEEK, then the task time does not apply and the task must be measured.					
TASK CLASSIFICATION					
X	FIXED		VARIABLE		PERSONNEL GENERATED
MAN-HOUR EQUATION: Y = a, where, a = The average monthly man-hours to conduct or attend a directorate/division/ branch meeting. Y = 3.990 3.990 monthly man-hours equate to 0.92 man-hours per weekly meeting. The AF is fixed at one meeting per week. 3.990 / 4.348 weeks = 0.92					
MEASUREMENT INSTRUCTIONS: 1. Activity Frequency Determination: The AF is once per week. 2. Per Accomplishment Time: The average time required for ONE person to conduct or attend a meeting per occurrence.					

TASK TITLE: I6.9. PREPARES FOR WORK CENTER MEETING.					
DEFINITION: Gathers information, organizes material, prepares chart or slide, and practices presentation.					
APPLICABILITY: 1. For applicability, see the "How to Credit Meetings" worksheet. 2. If this task is performed other than ONCE PER WEEK, then the task time does not apply and the task must be measured.					
TASK CLASSIFICATION					
X	FIXED		VARIABLE		PERSONNEL GENERATED
MAN-HOUR EQUATION: Y = a, where, a = The average monthly man-hours to prepare for a work center meeting. Y = 1.779 1.779 monthly man-hours equate to 0.41 man-hours per weekly meeting. The AF is fixed at one meeting per week. 1.779 / 4.348 weeks = 0.41					
MEASUREMENT INSTRUCTIONS: 1. Activity Frequency Determination: The AF is once per week. 2. Per Accomplishment Time: The average time required for ONE person to conduct or attend a meeting per occurrence.					

TASK TITLE: I6.10. CONDUCTS OR ATTENDS WORK CENTER MEETING.					
DEFINITION:					
Conducts or attends meeting.					
APPLICABILITY:					
1. For applicability, see the "How to Credit Meetings" worksheet.					
2. If this task is performed other than ONCE PER WEEK, then the task time does not apply and the task must be measured.					
TASK CLASSIFICATION					
	FIXED		VARIABLE	X	PERSONNEL GENERATED
MAN-HOUR EQUATION:					
Y = bX, where,					
b = The average monthly man-hours to conduct or attend a work center meeting.					
X = The average number of personnel assigned to the work center.					
Y = 1.626X					
1.626 monthly man-hours equate to 0.37 man-hours per weekly meeting. The AF is fixed at one meeting per week.					
1.626 / 4.348 weeks = 0.37					
MEASUREMENT INSTRUCTIONS:					
1. Activity Frequency Determination: The AF is once per week.					
2. Per Accomplishment Time: The average time required for ONE person to conduct or attend a meeting per occurrence.					

TASK TITLE: I7.1. DEVELOPS TRAINING PLAN.					
DEFINITION:					
Determines training requirement, develops training chart or equivalent, develops job qualification standard continuation sheet, and develops or revises training schedule.					
APPLICABILITY:					
1. This task does not apply to overhead work centers.					
2. This task does not apply to the work center being measured if the task is accomplished by another work center. Additionally, if you are unable to differentiate work performed as direct or indirect, then measure ALL as direct.					
TASK CLASSIFICATION					
	FIXED		VARIABLE	X	PERSONNEL GENERATED
MAN-HOUR EQUATION:					
Y = bX, where,					
b = The average per person monthly man-hours to maintain a training plan.					
X = The average number of personnel assigned to the work center.					
Y = 0.0007400X					
MEASUREMENT INSTRUCTIONS:					
1. Activity Frequency Determination: The AF is yearly, and is the number of training plans developed for the past twelve months.					
2. Per Accomplishment Time: The average time required to develop a training plan per occurrence.					

TASK TITLE: I7.2. EVALUATES INDIVIDUAL TRAINING REQUIREMENT.				
DEFINITION: Prepares new training record, compares technical school graduation requirement with classification manual, prepares and submits training quality report (TQR), compares members qualification with work center duty requirement, and designates trainer.				
APPLICABILITY: 1. This task does not apply to overhead work centers. 2. This task does not apply to the work center being measured if the task is accomplished by another work center. Additionally, if you are unable to differentiate work performed as direct or indirect, then measure ALL as direct.				
TASK CLASSIFICATION				
	FIXED		VARIABLE	X PERSONNEL GENERATED
MAN-HOUR EQUATION: Y = bX, where, b = The average per person monthly man-hours to evaluate an individual training requirement. X = The average number of personnel assigned to the work center, less one (work center supervisor). Y = 0.009700X				
MEASUREMENT INSTRUCTIONS: 1. Activity Frequency Determination: The AF is yearly, and is the number of TQRs completed for the past twelve months. 2. Per Accomplishment Time: The average time required to evaluate an individual training requirement per occurrence.				

TASK TITLE: I7.3. CONTROLS CAREER DEVELOPMENT COURSE (CDC) PACKAGE.				
DEFINITION: Controls CDC material, prepares and submits training quality report (TQR), reviews volume review exercise (VRE) results with trainee, and reviews CDC material with trainee.				
APPLICABILITY: 1. This task does not apply to overhead work centers. 2. This task does not apply to the work center being measured if the task is accomplished by another work center. Additionally, if you are unable to differentiate work performed as direct or indirect, then measure ALL as direct.				
TASK CLASSIFICATION				
	FIXED		VARIABLE	X PERSONNEL GENERATED
MAN-HOUR EQUATION: Y = bX, where, b = The average per person monthly man-hours to control a CDC package. X = The average number of enlisted personnel assigned to the work center. Y = 0.01590X				
MEASUREMENT INSTRUCTIONS: 1. Activity Frequency Determination: The AF is yearly, and is the number of CDC packages (not volumes) controlled for the past twelve months. 2. Per Accomplishment Time: The average time required to control a CDC package per occurrence.				

TASK TITLE: I7.4. COUNSELS TRAINEE.				
DEFINITION:				
Conducts initial training interview, counsels trainee on training progress, and documents counseling on training record.				
APPLICABILITY:				
<p>1. This task does not apply to overhead work centers.</p> <p>2. This task does not apply to the work center being measured if the task is accomplished by another work center. Additionally, if you are unable to differentiate work performed as direct or indirect, then measure ALL as direct.</p>				
TASK CLASSIFICATION				
	FIXED		VARIABLE	X PERSONNEL GENERATED
MAN-HOUR EQUATION:				
Y = bX, where,				
b = The average per person monthly man-hours to counsel a trainee.				
X = The average number of personnel assigned to the work center, less one (work center supervisor).				
Y = 0.0007900X				
MEASUREMENT INSTRUCTIONS:				
<p>1. Activity Frequency Determination:</p> <p>a. Conducts initial training interview. The AF is 0.35/YR multiplied by the average number of personnel assigned to the work center (less one, work center supervisor) for the past 12 months. The 0.35/YR is based on the average rotation index for military (.36) and the average number of civilians hired (.33) divided by 2 and rounded up to 0.35/YR to reflect the larger military population.</p> <p>b. Counsels trainee and documents counseling. The AF is yearly, and is the average yearly number of trainees counseled for the past twelve months.</p> <p>2. Per Accomplishment Time: The average time required to perform each element described in paragraph 1, per occurrence.</p>				

TASK TITLE: I7.5. DEVELOPS TRAINING MATERIAL.				
DEFINITION:				
Researches required information, updates existing training material, drafts new training material, develops training aid, and revises training aid.				
APPLICABILITY:				
<p>1. This task does not apply to overhead work centers.</p> <p>2. This task does not apply to the work center being measured if the task is accomplished by another work center. Additionally, if you are unable to differentiate work performed as direct or indirect, then measure ALL as direct.</p>				
TASK CLASSIFICATION				
X	FIXED		VARIABLE	PERSONNEL GENERATED
MAN-HOUR EQUATION:				
Y = a, where,				
a = The average monthly man-hours to develop training material.				
Y = 1.093				
1.093 monthly man-hours equate to 13.12 yearly man-hours.				
1.093 x 12 months = 13.12				
MEASUREMENT INSTRUCTIONS:				
<p>1. Activity Frequency Determination: The AF is yearly.</p> <p>2. Per Accomplishment Time: The average time required to develop training materials per occurrence.</p>				

TASK TITLE: I7.6. CONDUCTS TRAINING.					
DEFINITION:					
Prepares training situation, makes presentation, observes performance, administers test, and annotates training record.					
APPLICABILITY:					
1. This task does not apply to overhead work centers.					
2. This task does not apply to the work center being measured if the task is accomplished by another work center. Additionally, if you are unable to differentiate work performed as direct or indirect, then measure ALL as direct.					
TASK CLASSIFICATION					
	FIXED		VARIABLE	X	PERSONNEL GENERATED
MAN-HOUR EQUATION:					
Y = bX, where,					
b = The average per person monthly man-hours to conduct training.					
X = The average number of personnel assigned to the work center.					
Y = 0.07190X					
MEASUREMENT INSTRUCTIONS:					
1. Activity Frequency Determination: The AF is monthly, and is the average monthly number of training sessions conducted by the work center for the past twelve months divided by the number of personnel assigned to the work center.					
2. Per Accomplishment Time: The average time required to conduct one training session.					

TASK TITLE: I7.7. RECEIVES TRAINING.					
DEFINITION:					
Prepares for training, receives instruction, performs procedures, and takes test.					
APPLICABILITY:					
There are no specific instructions for this task.					
TASK CLASSIFICATION					
	FIXED		VARIABLE	X	PERSONNEL GENERATED
MAN-HOUR EQUATION:					
Y = bX, where,					
b = The average per person monthly man-hours to receive training.					
X = The average number of personnel assigned to the work center.					
Y = 0.1025X					
MEASUREMENT INSTRUCTIONS:					
1. Activity Frequency Determination: The AF is monthly, and is the average monthly number of training sessions received by work center personnel (internal or external to their work center), multiplied by the average number of work center personnel attending a session.					
2. Per Accomplishment Time: The average time required to receive one training session.					

TASK TITLE: I8.1. PROCESSES EQUIPMENT REQUEST.					
DEFINITION:					
Determines need and authorization for equipment, researches stock number or nomenclature, prepares justification, submits request, takes follow-up action, and receives or turns in equipment.					
APPLICABILITY:					
<p>1. This task does not apply to overhead work centers.</p> <p>2. This task does not apply to the work center being measured if the task is accomplished by another work center. Additionally, if you are unable to differentiate work performed as direct or indirect, then measure ALL as direct.</p> <p>3. This task only applies if the supply/equipment custodian is assigned to the work center being measured.</p>					
TASK CLASSIFICATION					
X	FIXED		VARIABLE		PERSONNEL GENERATED
MAN-HOUR EQUATION:					
Y = a, where,					
a = The average monthly man-hours to process equipment requests.					
Y = 1.194					
MEASUREMENT INSTRUCTIONS:					
<p>1. Activity Frequency Determination: The AF is monthly.</p> <p>2. Per Accomplishment Time: The average time required to process one equipment request.</p>					

TASK TITLE: I8.2. CONDUCTS INVENTORY.					
DEFINITION:					
Inventories equipment on hand and ensures accuracy of records.					
APPLICABILITY:					
<p>1. This task does not apply to overhead work centers.</p> <p>2. This task does not apply to the work center being measured if the task is accomplished by another work center. Additionally, if you are unable to differentiate work performed as direct or indirect, then measure ALL as direct.</p> <p>3. This task only applies if the supply/equipment custodian is assigned to the work center being measured.</p>					
TASK CLASSIFICATION					
X	FIXED		VARIABLE		PERSONNEL GENERATED
MAN-HOUR EQUATION:					
Y = a, where,					
a = The average monthly man-hours to conduct inventories.					
Y = 0.2684					
0.2684 monthly man-hours equate to 3.22 yearly man-hours.					
0.2684 x 12 months = 3.22					
MEASUREMENT INSTRUCTIONS:					
<p>1. Activity Frequency Determination: The AF is yearly.</p> <p>2. Per Accomplishment Time: The average time required to conduct one inventory.</p>					

TASK TITLE: I8.3. MAINTAINS CUSTODIAN DOCUMENT.					
DEFINITION: Receives listing from supply, posts change to record, and resolves inconsistency.					
APPLICABILITY: 1. This task does not apply to overhead work centers. 2. This task does not apply to the work center being measured if the task is accomplished by another work center. Additionally, if you are unable to differentiate work performed as direct or indirect, then measure ALL as direct. 3. This task only applies if the supply/equipment custodian is assigned to the work center being measured.					
TASK CLASSIFICATION					
X	FIXED		VARIABLE		PERSONNEL GENERATED
MAN-HOUR EQUATION: Y = a, where, a = The average monthly man-hours to maintain custodian documents. Y = 0.9860					
MEASUREMENT INSTRUCTIONS: 1. Activity Frequency Determination: The AF is monthly. 2. Per Accomplishment Time: The average time required to maintain custodian documents per occurrence.					

TASK TITLE: I8.4. OBTAINS EXPENDABLE SUPPLIES.					
DEFINITION: Determines need, researches stock number, picks up expendable supplies from supply custodian, and distributes supplies.					
APPLICABILITY: 1. This task does not apply to overhead work centers. 2. This task does not apply to the work center being measured if the task is accomplished by another work center. Additionally, if you are unable to differentiate work performed as direct or indirect, then measure ALL as direct.					
TASK CLASSIFICATION					
X	FIXED		VARIABLE		PERSONNEL GENERATED
MAN-HOUR EQUATION: Y = a, where, a = The average monthly man-hours to obtain expendable supplies. Y = 1.810					
MEASUREMENT INSTRUCTIONS: 1. Activity Frequency Determination: The AF is monthly. 2. Per Accomplishment Time: The average time required to obtain expendable supplies per occurrence.					

DIFFERENTIATING BETWEEN SHOP EQUIPMENT (MACHINERY & TEST EQUIPMENT) AND OFFICE EQUIPMENT.

The following explanation is provided concerning tasks I9.1. & I10.1 Maintains Machinery and I5.21. Maintains Office Equipment. To help clarify when these tasks should be measured we need to look at the definitions of "shop" and "office".

SHOP - The workshop of a craftsman or artisan. For example, a machine shop is a workshop where power-driven tools are used for making, finishing, or repairing machines or machine parts.

OFFICE - A room assigned to a specific person or group of persons where business is transacted. From the above definitions, it is logical that all aircraft maintenance "shops", missile maintenance "shops", communications maintenance "shops", vehicle

maintenance "shops", civil engineering "shops", and possibly some warehouse functions within base supply would have some shop equipment to maintain (these are examples, exceptions exist)

On the other hand, generally speaking, an "office-type" work center would not have machinery (shop equipment) to maintain (exceptions exist). Credit for this work should be captured in task I5.21. Maintains Office Equipment. In most cases, medical work centers will not have machinery (shop equipment) to maintain (exceptions exist). Task I5.21. is written in general terms and applies to many types of office equipment. The task description includes:

Cleans equipment.....Any kind of equipment.
Dusts equipment.....Any kind of equipment.
Changes ribbon, belt or tape.....Possibly typewriter, computer, calculator
Makes minor adjustment.....Any kind of equipment.

Tasks I9.2. & I10.2. Maintains Test Equipment, is only applicable to a work center if that work center has equipment that requires calibration and/or testing by PMEL.

TASK TITLE: I9.1. MAINTAINS MACHINERY.

DEFINITION:

Performs periodic inspection and performs pre-user inspection.

APPLICABILITY:

1. This task does not apply to aircraft maintenance functions.
2. This task does not apply to overhead work centers. Additionally, if you are unable to differentiate work performed as direct or indirect, then measure ALL as direct.

TASK CLASSIFICATION

	FIXED	X	VARIABLE		PERSONNEL GENERATED
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MAN-HOUR EQUATION:

$Y = bX$, where,

b = The average monthly man-hours to maintain one piece of machinery.

X = The average monthly number of pieces of machinery maintained by the work center. Source of count: CA/CRL for the work center being measured. If the CA/CRL includes machinery for other work centers in addition to the work center being measured, exclude the machinery belonging to the other work center.

$Y = 0.7680X$

MEASUREMENT INSTRUCTIONS:

1. Activity Frequency Determination:
 - a. Performs periodic inspection. The AF is the monthly number of pieces of machinery for which a periodic inspection was performed.
 - b. Performs pre-user inspection. The AF is the daily number of pieces of machinery for which a pre-user inspection was performed.
 - c. Source of count: CA/CRL (see above).
2. Per Accomplishment Time: The average time required to inspect one piece of machinery per occurrence.

TASK TITLE: I9.2. MAINTAINS TEST EQUIPMENT.					
DEFINITION:					
Maintains a list of equipment requiring PMEL calibration or testing, turns in or picks up equipment from PMEL or PMEL coordinator, prepares letter of justification for peculiar equipment code (PEC) equipment, performs pre-user inspection, and performs periodic inspection.					
APPLICABILITY:					
1. This task does not apply to aircraft maintenance functions.					
2. This task does not apply to overhead work centers. Additionally, if you are unable to differentiate work performed as direct or indirect, then measure ALL as direct.					
TASK CLASSIFICATION					
	FIXED	X	VARIABLE		PERSONNEL GENERATED
MAN-HOUR EQUATION:					
Y = bX, where,					
b = The average monthly man-hours to maintain one piece of test equipment.					
X = The average monthly number of pieces of test equipment maintained by the work center. Source of count: Master ID Listing. Select equipment by Owning Work Center Code for the work center being measured.					
Y = 0.1280X					
MEASUREMENT INSTRUCTIONS:					
1. Activity Frequency Determination: The AF is daily. Source of count: Master ID Listing (see above).					
2. Per Accomplishment Time: The average time required to maintain one piece of test equipment per occurrence.					

TASK TITLE: I9.3. MAINTAINS CONSOLIDATED TOOL KIT (CTK).					
DEFINITION:					
Orders new or replacement tool, conducts periodic inventory, and reports missing tool.					
APPLICABILITY:					
1. This task does not apply to aircraft maintenance functions.					
2. This task does not apply to overhead work centers. Additionally, if you are unable to differentiate work performed as direct or indirect, then measure ALL as direct.					
TASK CLASSIFICATION					
X	FIXED		VARIABLE		PERSONNEL GENERATED
MAN-HOUR EQUATION:					
Y = a, where,					
a = The average monthly man-hours to maintain CTKs.					
Y = 1.089					
MEASUREMENT INSTRUCTIONS:					
1. Activity Frequency Determination: The AF is monthly.					
2. Per Accomplishment Time: The average time required to maintain one consolidated tool kit per occurrence.					

TASK TITLE: I9.4. MAINTAINS INDIVIDUAL TOOL KIT.				
DEFINITION:				
Reports to supply for initial issue, replaces broken or lost tool, and conducts periodic inventory.				
APPLICABILITY:				
This task does not apply to overhead work center. Additionally, if you are unable to differentiate work performed as direct or indirect, then measure ALL as direct.				
TASK CLASSIFICATION				
	FIXED		VARIABLE	X PERSONNEL GENERATED
MAN-HOUR EQUATION:				
Y = bX, where,				
b = The average per person monthly man-hours to maintain an individual tool kit.				
X = The average number of personnel assigned to the work center.				
Y = 0.09135X				
MEASUREMENT INSTRUCTIONS:				
<p>1. Activity Frequency Determination:</p> <p>a. Reports to supply for initial issue. The AF is 0.35/YR multiplied by the average monthly number of personnel assigned to the work center for the past twelve months.</p> <p>The 0.35/YR is based on the average rotation index for military (.36) and the average number of civilians hired (.33) divided by 2 and rounded up to 0.35/YR to reflect the larger military population.</p> <p>b. Replaces broken or lost tool. The AF is the average number or broken or lost tools replaced per month.</p> <p>c. Conducts periodic inventory. The AF is the average number of tool kits inventoried per year.</p> <p>2. Per Accomplishment Time: The average time required to perform each element described in paragraph 1, per occurrence.</p>				

TASK TITLE: I9.5. MAINTAINS ASSIGNED VEHICLE.				
DEFINITION:				
Performs operator inspection, washes vehicle, waxes vehicle, and refuels vehicle.				
APPLICABILITY:				
<p>1. This task does not apply to aircraft maintenance functions.</p> <p>2. This task does not apply to overhead work centers. Additionally, if you are unable to differentiate work performed as direct or indirect, then measure ALL as direct.</p>				
TASK CLASSIFICATION				
	FIXED	X	VARIABLE	PERSONNEL GENERATED
MAN-HOUR EQUATION:				
Y = bX, where,				
b = The average monthly man-hours to maintain one assigned vehicle.				
X = The average monthly number of assigned vehicles maintained by the work center. Source of count: AF Form 1800.				
Y = 6.019X				
MEASUREMENT INSTRUCTIONS:				
<p>1. Activity Frequency Determination:</p> <p>a. Performs operator inspection. The AF is the average number of vehicles per day for which this work is performed.</p> <p>b. Washes vehicle. The AF is the average number of vehicles per day for which this work is performed.</p> <p>c. Waxes vehicle. The AF is the average number of vehicles per quarter for which this work is performed.</p> <p>d. Refuels vehicle. The AF is the average number of vehicles per week for which this work is performed.</p> <p>2. Per Accomplishment Time: The average time required to perform each element described in paragraph 1, per occurrence.</p>				

TASK TITLE: I10.1. MAINTAINS MACHINERY.				
DEFINITION:				
Performs periodic inspection and performs pre-user inspection.				
APPLICABILITY:				
1. This task only applies to aircraft maintenance functions. 2. This task does not apply to overhead work centers. Additionally, if you are unable to differentiate work performed as direct or indirect, then measure ALL as direct.				
TASK CLASSIFICATION				
	FIXED	X	VARIABLE	PERSONNEL GENERATED
MAN-HOUR EQUATION:				
$Y = bX$, where, b = The average monthly man-hours to maintain one piece of machinery. X = The average monthly number of pieces of machinery maintained by the work center. Source of count: CA/CRL for the work center being measured. If the CA/CRL includes machinery for other work centers in addition to the work center being measured, exclude the machinery belonging to the other work center. $Y = 2.006X$				
MEASUREMENT INSTRUCTIONS:				
1. Activity Frequency Determination: a. Performs periodic inspection. The AF is the monthly number of pieces of machinery for which a periodic inspection was performed. b. Performs pre-user inspection. The AF is the daily number of pieces of machinery for which a pre-user inspection was performed. c. Source of count: CA/CRL (see above). 2. Per Accomplishment Time: The average time required to inspect one piece of machinery per occurrence.				

TASK TITLE: I10.2. MAINTAINS TEST EQUIPMENT.				
DEFINITION:				
Maintains a list of equipment requiring PMEL calibration or testing, turns in or picks up equipment from PMEL or PMEL coordinator, prepares letter of justification for peculiar equipment code (PEC) equipment, performs pre-user inspection, and performs periodic inspection.				
APPLICABILITY:				
1. This task only applies to aircraft maintenance functions. 2. This task does not apply to overhead work centers. Additionally, if you are unable to differentiate work performed as direct or indirect, then measure ALL as direct.				
TASK CLASSIFICATION				
	FIXED	X	VARIABLE	PERSONNEL GENERATED
MAN-HOUR EQUATION:				
$Y = bX$, where, b = The average monthly man-hours to maintain one piece of test equipment. X = The average monthly number of pieces of test equipment maintained by the work center. Source of count: Master ID Listing. Select equipment by Owning Work Center Code for the work center being measured. $Y = 0.8203X$				
MEASUREMENT INSTRUCTIONS:				
1. Activity Frequency Determination: The AF is daily. Source of count: Master ID Listing (see above). 2. Per Accomplishment Time: The average time required to maintain one piece of test equipment per occurrence.				

TASK TITLE: I10.3. MAINTAINS CONSOLIDATED TOOL KIT (CTK).					
DEFINITION:					
Orders new or replacement tool, conducts periodic inventory, and reports missing tool.					
APPLICABILITY:					
1. This task only applies to aircraft maintenance functions.					
2. This task does not apply to overhead work centers. Additionally, if you are unable to differentiate work performed as direct or indirect, then measure ALL as direct.					
TASK CLASSIFICATION					
X	FIXED		VARIABLE		PERSONNEL GENERATED
MAN-HOUR EQUATION:					
Y = a, where,					
a = The average monthly man-hours to maintain CTKs.					
Y = 5.209					
MEASUREMENT INSTRUCTIONS:					
1. Activity Frequency Determination: The AF is monthly.					
2. Per Accomplishment Time: The average time required to maintain one consolidated tool kit per occurrence.					

TASK TITLE: I10.4. MAINTAINS INDIVIDUAL TOOL KIT.					
DEFINITION:					
Reports to supply for initial issue, replaces broken or lost tool, and conducts periodic inventory.					
APPLICABILITY:					
This task does not apply to overhead work center. Additionally, if you are unable to differentiate work performed as direct or indirect, then measure ALL as direct.					
TASK CLASSIFICATION					
	FIXED		VARIABLE	X	PERSONNEL GENERATED
MAN-HOUR EQUATION:					
Y = bX, where,					
b = The average per person monthly man-hours to maintain an individual tool kit.					
X = The average number of personnel assigned to the work center.					
Y = 0.09135X					
MEASUREMENT INSTRUCTIONS:					
1. Activity Frequency Determination:					
a. Reports to supply for initial issue. The AF is 0.35/YR multiplied by the average monthly number of personnel assigned to the work center for the past twelve months.					
The 0.35/YR is based on the average rotation index for military (.36) and the average number of civilians hired (.33) divided by 2 and rounded up to 0.35/YR to reflect the larger military population.					
b. Replaces broken or lost tool. The AF is the average number or broken or lost tools replaced per month.					
c. Conducts periodic inventory. The AF is the average number of tool kits inventoried per year.					
2. Per Accomplishment Time: The average time required to perform each element described in paragraph 1, per occurrence.					

TASK TITLE: I10.5. MAINTAINS ASSIGNED VEHICLE.					
DEFINITION: Performs operator inspection, washes vehicle, waxes vehicle, and refuels vehicle.					
APPLICABILITY: 1. This task only applies to aircraft maintenance functions. 2. This task does not apply to overhead work centers. Additionally, if you are unable to differentiate work performed as direct or indirect, then measure ALL as direct.					
TASK CLASSIFICATION					
	FIXED	X	VARIABLE		PERSONNEL GENERATED
MAN-HOUR EQUATION: Y = bX, where, b = The average monthly man-hours to maintain one assigned vehicle. X = The average monthly number of assigned vehicles maintained by the work center. Source of count: AF Form 1800. Y = 16.00X					
MEASUREMENT INSTRUCTIONS: 1. Activity Frequency Determination: a. Performs operator inspection. The AF is the average number of vehicles per day for which this work is performed. b. Washes vehicle. The AF is the average number of vehicles per day for which this work is performed. c. Waxes vehicle. The AF is the average number of vehicles per quarter for which this work is performed. d. Refuels vehicle. The AF is the average number of vehicles per week for which this work is performed. 2. Per Accomplishment Time: The average time required to perform each element described in paragraph 1, per occurrence.					

TASK TITLE: I11.1. PREPARES WORK AREA.					
DEFINITION: Places tool or equipment in proper location at beginning of duty period, and arranges area to conform with any sanitary, safety, or security requirement.					
APPLICABILITY: If this task is not performed DAILY (occurs every single duty day), then the task time does not apply and the task must be measured.					
TASK CLASSIFICATION					
	FIXED		VARIABLE	X	PERSONNEL GENERATED
MAN-HOUR EQUATION: Y = bX, where, b = The average per person monthly man-hours to prepare work area. X = The average number of personnel assigned to the work center. Y = 1.627X 1.627 monthly man-hours equate to 0.08 daily man-hours. 1.627 / 20.91 days = 0.08					
MEASUREMENT INSTRUCTIONS: 1. Activity Frequency Determination: The AF is once per duty day (1/D1, 1/D5, etc.) multiplied by the average monthly number of personnel assigned to the work center for the past twelve months. 2. Per Accomplishment Time: The average daily time required for one person to prepare their work area.					

TASK TITLE: I11.2. PUTS WORK AWAY.					
DEFINITION:					
Stores tool or equipment in proper location at the end of the duty period, and arranges area to conform with any sanitary, safety, or security requirement.					
APPLICABILITY:					
If this task is not performed DAILY (occurs every single duty day), then the task time does not apply and the task must be measured.					
TASK CLASSIFICATION					
	FIXED		VARIABLE	X	PERSONNEL GENERATED
MAN-HOUR EQUATION:					
Y = bX, where,					
b = The average per person monthly man-hours to put work away.					
X = The average number of personnel assigned to the work center.					
Y = 1.685X					
1.685 monthly man-hours equate to 0.08 daily man-hours.					
1.685 / 20.91 days = 0.08					
MEASUREMENT INSTRUCTIONS:					
1. Activity Frequency Determination: The AF is once per duty day (1/D1, 1/D5, etc.) multiplied by the average monthly number of personnel assigned to the work center for the past twelve months.					
2. Per Accomplishment Time: The average daily time required for one person to put their work away.					

TASK TITLE: I11.3. CLEANS OFFICE AREA.					
DEFINITION:					
Dusts, sweeps, mops, waxes, buffs, washes window, and performs other associated janitorial tasks.					
APPLICABILITY:					
This task does not apply to work centers with full contract janitorial services. For work centers receiving partial contract janitorial services, measure only that work NOT included in the contract.					
TASK CLASSIFICATION					
	FIXED		VARIABLE	X	PERSONNEL GENERATED
MAN-HOUR EQUATION:					
Y = bX, where,					
b = The average per person monthly man-hours to clean the office area.					
X = The average number of personnel assigned to the work center.					
Y = 0.7131X					
0.7131 monthly man-hours equate to 0.03 daily man-hours per person.					
0.7131 / 20.91 days = 0.03					
MEASUREMENT INSTRUCTIONS:					
1. Activity Frequency Determination: The AF is daily (D1, D5, etc.).					
2. Per Accomplishment Time: The total daily time expended by ALL work center personnel to perform the duties described in the task per occurrence. For example, if 3 personnel each spend 15 minutes performing this task, the PAT would be 45 minutes.					

TASK TITLE: I11.4. CLEANS MAINTENANCE OR WAREHOUSE AREA.					
DEFINITION: Dusts, sweeps, mops, waxes, buffs, washes window, and performs other associated janitorial tasks.					
APPLICABILITY: 1. This task does not apply to overhead work centers. 2. This task does not apply to work centers receiving full contract janitorial services. For work centers receiving partial contract janitorial services, measure only that work NOT included in the contract.					
TASK CLASSIFICATION					
	FIXED		VARIABLE	X	PERSONNEL GENERATED
MAN-HOUR EQUATION: $Y = bX$, where, b = The average per person monthly man-hours to clean the maintenance or warehouse area. X = The average number of personnel assigned to the work center. $Y = 1.618X$ 1.618 monthly man-hours equate to 0.08 daily man-hours per person. $1.618 / 20.91 \text{ days} = 0.08$					
MEASUREMENT INSTRUCTIONS: 1. Activity Frequency Determination: The AF is daily (D1, D5, etc.). 2. Per Accomplishment Time: The total daily time expended by ALL work center personnel to perform the duties described in the task per occurrence. For example, if 3 personnel each spend 15 minutes performing this task, the PAT would be 45 minutes.					